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AG1-8785

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 2-99

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DATE: January 11, 1999

TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **ANNOUNCEMENT OF NEW INFORMATION SYSTEMS RECRUITMENT AND SELECTION PROGRAM**

The Department of Human Resources is pleased to announce the implementation of an innovative recruitment and selection program designed to expedite the hiring of permanent employees in the following Information Systems (IS) job codes: 1002 IS Operator-Journey, 1003 IS Operator–Senior, 1004 IS Operator–Analyst, 1005 IS Operator-Supervisor, 1011 IS Technician-Assistant, 1012 IS Technician-Journey, 1013 IS Technician-Senior, 1014 IS Technician-Supervisor, 1021 IS Administrator I, 1022 IS Administrator II, 1023 IS Administrator III, 1024 IS Administrator-Supervisor, 1031 IS Trainer-Assistant, 1032 IS Trainer-Journey, 1033 IS Trainer-Senior, 1041 IS Engineer-Assistant, 1042 IS Engineer-Journey, 1043 IS Engineer-Senior, 1044 IS Engineer-Principal, 1051 IS Business Analyst-Assistant, 1052 IS Business Analyst, 1053 IS Business Analyst-Senior, 1054 IS Business Analyst-Principal, 1061 IS Programmer Analyst-Assistant, 1062 IS Programmer Analyst, 1063 IS Programmer Analyst-Senior, 1064 IS Programmer Analyst-Principal and 1070 IS Project Director.

This program will radically change the hiring process for these job codes, giving us the flexibility to effectively participate in this highly competitive job market and recruit for positions with rapidly changing skill sets. The benefits for departmental managers, employees and job applicants are as follows:

1. Eliminates provisional hiring and allows permanent appointments from day one.
2. Allows departments to select skilled employees who most closely match departmental needs.
3. Facilitates communication with applicants, as their names and addresses will be sent to departments via e-mail in mail/merge format.
4. Eliminates redundancies in the hiring process.
5. Improves morale and quality of regular staff by testing for promotional opportunities on an on-going basis.
6. Allows candidates to demonstrate newly acquired skills every 12 months.
7. Provides fresh pools of qualified applicants through continuous acceptance of applications.

EXECUTIVE SUMMARY

The program provides continuous recruitment in this highly competitive job market, eliminating the need for provisional hiring, and allowing departments to immediately offer permanent employment opportunities to qualified applicants selected in departmental screening procedures.

Examination announcements and applications for these job codes are available on a continuous basis at 44 Gough Street. A supply of announcements and applications will also be made available to departments wishing to distribute them.

Applicants may file for all levels in an IS occupational family on a single application. They will also complete a skills checklist which will be used to match applicants with specific positions. Applicants who possess the required knowledge, skills and abilities for one or more job codes will be placed in employment registers for those jobs for a period of one (1) year.

Departments may recruit for these positions by various methods including placing advertisements in newspapers, job bulletins, and professional journals; posting vacancy bulletins (position descriptions) on the DHR Web Page or departmental or other Internet web sites; and posting transfer opportunities on the DHR bulletin board at 44 Gough Street.

Departments wishing to fill a vacancy will submit an Employment Register Request form to DHR, specifying the skills necessary for that position. Upon receipt of that request, DHR will transmit the names and addresses of qualified applicants who possess the necessary skills to departments.

Departments are responsible for contacting the applicants and conducting a defensible job-related selection process. Departments may require that applicants submit resumes, supplemental applications, and verification of experience or other documents to be used in the departmental screening procedure. Departments will be required to document and keep records of their selection process.

DHR will monitor departmental selection procedures and will also provide administrative oversight to departments that do not have personnel staff trained in conducting a job-related selection process. Additionally, we have formed a strategic alliance with the Department of Telecommunications and Information Services (DTIS). DTIS staff will provide technical oversight in the selection process to departments that do not have the necessary in-house IS expertise.

An applicant who is selected and who accepts the position offered by a department will be placed on an eligible list and referred to the hiring agency for permanent appointment. The certification rule for eligible lists will be Rule of the List.

cc: Honorable Willie L. Brown, Mayor
Honorable Members of the Board of Supervisors
Honorable Members of the Civil Service Commission

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STREAMLINED RECRUITMENT AND SELECTION PROCEDURES

Departmental Recruitment

Departments may place advertisements, directing applicants to contact the department or DHR to obtain applications, and to submit applications to DHR. Departments may advise applicants to submit applications by a specified filing date in order to be considered for that particular vacancy.

Departments may also submit Vacancy Bulletins (position descriptions) via cc:Mail or Internet e-mail (**ISPROGRAM@CI.SF.CA.US**) which will be placed on the DHR Web Page. Formatting instructions are attached to this memorandum. The Vacancy Bulletin must specify a closing date for the recruitment. Applicants will be advised that applications received after the closing date may not be considered for that vacancy but may be considered for future vacancies.

Employment Register Referral Request

Departments wishing to fill vacancies must submit an Employment Register Request form (attached) via cc:Mail, Internet e-mail, or regular mail to DHR IS Program, 44 Gough Street (see above e-mail address). On this form, departments should indicate the necessary or desirable skills for the specific position being filled and the date they would like the register to be forwarded to them. DHR will match this information with data in the Employment Register and will forward an Employment Register Referral Report via cc:Mail to an authorized staff person in the requesting department. The report will include the names, addresses and telephone numbers of those applicants in the register who match department needs. Departments may also request referral of all names in the register for that job code.

Departmental Selection Procedure

Upon receipt of the Employment Register Referral report, departments are responsible for contacting the applicants and conducting a selection process. Departments may require additional documents, including resumes, supplemental applications, verification of experience, etc., for use in the departmental screening process.

Departments are advised that they may only ask job-related questions. Job analysis information is available. DHR will monitor departmental selection procedures and will provide administrative oversight to departments that do not have personnel staff trained in conducting a job-related selection process. Additionally, staff from the Department of Telecommunications and Information Services will provide technical oversight in the selection process to departments that do not have the necessary in-house IS expertise. Please contact your Merit System Services (MSS) liaison if you have questions or need further information or assistance in the selection process. A list of questions which may not be asked pursuant to State and Federal legislation is available from your MSS liaison.

In accordance with established procedures, departments are responsible for ensuring equal employment opportunity and workforce diversity. The appointing authority must create and retain appropriate records of the administration of the selection process, including all documents related to the selection. Based on these records, the appointing authority must be able to articulate why a particular candidate has been selected over other candidates in order to be prepared for audits, grievances, discrimination complaints, litigation, etc.

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Employment Register Referral Response

After selecting an applicant to fill a vacancy, departments may make a conditional offer of employment. If the applicant accepts the position, the department must submit an Employment Register Response form (attached) to DHR IS Program to provide the information needed to place the applicant on an eligible list. By signing this response form, the appointing officer certifies that the department has selected the applicant for permanent hire.

After the eligible list has been posted and adopted, the DHR Referral Office will send a Referral Notice to the department, listing the eligible and the certification date, for the department file. Departments are not required to respond to this notice.

If you have questions regarding any of the procedures for this program, please contact your MSS liaison.

Attachments

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

PERSON(S) AUTHORIZED TO RECEIVE MAIL/MERGE DOCUMENT OF EMPLOYMENT REGISTERS

As part of the new Employment Register process, the Merit System Services staff will forward a "mail/merge" document containing names and addresses of the candidates in the employment registers to the departments via cc:mail. The departments may use this "mail/merge" document to facilitate written contact with the candidates.

In order to preserve confidentiality, we are requesting each department to designate the person(s) authorized to receive this merge document.

Name-as listed in cc:mail Or Internet Address		
Class/Title		
Telephone Number		

Name-as listed in cc:mail Or Internet Address		
Class/Title		
Telephone Number		

(Print Name) _____ Signature _____

Department _____ Date _____

The Merit System Services staff will send information only to the authorized name(s). You may designate more than one person to receive this document. We have provided space for up to four (4) persons. You may use additional forms to authorize additional staff, if so required. Please update this authorization as staffing changes occur in your office to avoid any delays in receiving this information.

Please send the completed form to the Merit System Services—Employment Register Programs, Department of Human Resources, 44 Gough Street, San Francisco, CA 94103.

Revised 12/15/98

VACANCY BULLETIN
FORMATTING INSTRUCTIONS

Vacancy Bulletins differ from provisional, temporary or permanent job announcements in that they are position-specific and exist only in conjunction with permanent announcements or eligible lists. Vacancy Bulletins are optional and may be issued when a permanent announcement or eligible list, with a certification rule of Rule of the List, already exists. Departments may utilize the bulletins as a recruitment device to attract candidates with particular skills needed to fill vacant positions. The following guidelines apply to Vacancy Bulletins issued for vacancies in Information Services (I.S.) jobs.

I.S. Vacancy Bulletins may be posted on department bulletin boards and on the City and County of San Francisco Department of Human Resources (DHR) website. To have a bulletin posted on the website attach the document to an e-mail and send to "FCOUNTER" at DHR. They are not posted on the DHR job bulletin boards or included in the DHR job hotline.

Vacancy Bulletins are to be written on department letterhead and must contain the following information in the layout described below:

1. The words "*VACANCY BULLETIN*" centered in bold. Under this the following language must be included: *"The terms of this bulletin are exclusive to this particular position. Interested persons must comply with the terms of the job announcement available at The Department of Human Resources, 44 Gough Street, San Francisco, CA 94103."*

2. The Job Code (class number) and Title, centered in bold. The working title may be included under the job title.

3. The date filing closes:
   a. There must be a closing date. "Open until filled" will not be accepted, as there must be a mechanism for monitoring and removing old postings from the website, as well as a control point for when to run the employment register. You may always extend your closing date by reissuing the vacancy bulletin.
   b. The following language **must** be included: "*The closing date specified applies only to this vacancy. Applications may be accepted after this date for other vacancies. See the filing instructions on the job announcement for details."*

4. The phone number of someone who can respond to applicants' inquiries about the bulletin.

5. Filing instructions:
   - The following language **must** be included: *Special Information Systems (IS) Testing Program applications and IS Skills Checklists are available on a continuous basis at 44 Gough Street, San Francisco. Applicants may file for all job codes in this IS Series on one application. Applicants must mail or submit completed application and IS Skills Checklist to:* ***Department of Human Resources, Team 1, Class —, 44 Gough Street, San Francisco, CA 94103."*** *"Applicants who have already filed an application for this job code and are currently included in the employment register need not reapply."*

6. The annual salary range for the job.

7. The skills and qualifications needed for the job. Use bullets and simple sentences. List only those skills and qualifications that are relevant to the particular job code. Duties or skills listed should include those requested on the Employment Register Request form.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

INFORMATION SYSTEMS
EMPLOYMENT REGISTER REFERRAL REQUEST

JOB CODE #: _____ **JOB TITLE:** _____

DEPARTMENT: _____ CONTACT NAME: _____

PHONE: _____ DATE OF REQUEST: _____ CONTACT TITLE: _____

DESIRED REFERRAL DATE: _____

Instructions: This form will be used as a screening device to produce your requested employment register referral report. You may check up to a total of 15 boxes listed below that match the MOST ESSENTIAL knowledge, skills, and abilities necessary for this position. If you utilize this screening device, only the names of candidates in the register who match the items you checked will be included. If you would like the names of all candidates in the employment register, check the first box and leave the rest of the form blank. All employment register referrals will be transmitted to your department via cc:mail as MS Excel (mail merge/data format) files.

- ☐ REFER ALL CANDIDATES IN EMPLOYMENT REGISTER

- OPERATING SYSTEMS
- ☐ IBM Mainframe (MVS/ESA, OS/390, VM, VSE)
- ☐ Host/Server (DEC VMS, DEC UNIX, HP UNIX, Solaris, Stratus, OS/400)
- ☐ LAN (Netware, Windows NT)
- ☐ PC (Windows 95/98, Windows NT)

- SERVICES AND SUPPORT
- ☐ IBM Mainframe Subsystem (JES2, TSO/SPF, ACF2/RACF, ESCON system configuration, DF/HMS, DF/SMS storage subsystems)
- ☐ IBM Mainframe Network (RJE-NJE, VTAM, CICS)
- ☐ Network Protocols (TCP/IP, IPX/SPX, SNA, DECNET)
- ☐ Network Technology (Ethernet, Token Ring)
- ☐ Unix Protocol & Services (FTP, Telnet, HTTP, DHCP, DNS)
- ☐ WAN/Router Protocols & Services (IGRP, RIP, PPP, S LIP)
- ☐ Network Management & Support (Tivoli, HP Openview, Netview, Ciscoworks, LanAlyzer, Optivity)
- ☐ LAN/Server Administration Tools & Support
- ☐ Computer Hardware Support
- ☐ IBM Mainframe Network Hardware Support including front-end processors and terminal controllers
- ☐ Communication Hardware (routers, DSUs, multiplexers, switches, PBXs)
- ☐ LAN Application Support (office automation software, Lotus Notes, cc:Mail, MS Exchange)

- PROGRAMMING & DATABASE MAINTENANCE
- ☐ Programming Languages (Cobol, C++, JAVA, Unix Shell Scripts, Visual Basic, Fortran)
- ☐ Geographic Information Systems (design, programming, spatial database maintenance, user support)
- ☐ Enterprise Database Management Systems (IDMS, Oracle, DB2)
- ☐ Other Databases (Access, SQL Server, Paradox)
- ☐ Database Administration Support (database installation and configuration, tuning, backup and recovery)

- INTERNET/INTRANET
- ☐ Internet/Intranet development
- ☐ Internet/Intranet support (Firewall, Proxy Services, Security Tools)

- BUSINESS ANALYSIS, MANAGEMENT & TRAINING
- ☐ Disaster Recovery Planning & Procedure Development
- ☐ Business Systems Analysis & Design
- ☐ Project Management (project planning, feasibility studies, requirements analyses, workplans, project budgeting)
- ☐ Supervision of IS Staff or IS Trainers
- ☐ Experience conducting classroom training on office automation software (Internet Browsers, cc:Mail, any of the following Microsoft applications: Windows 95/98, Excel, Word, Access, PowerPoint, Project)

Created 12/98

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

EMPLOYMENT REGISTER RESPONSE FORM

Department Name	Department #	Date Issued

Departmental Use: (fill in all required information)		DHR/MSS Use	✔
Name of Candidate			
SSN			
Job Code (class)			
Requisition No.			
DHR RQ No.			
Tentative Start Date			

This department has selected the above named candidate to be placed on an eligible list for permanent hire and has verified that the candidate has met the minimum qualifications for the position. I understand that the submission of this form confirms this department's selection of this eligible, and that the Department of Human Resources will be sending a Referral Notice listing this eligible and the certification date.

SIGNATURE OF APPOINTING OFFICER OR AUTHORIZED DESIGNEE

PRINT OR TYPE NAME AND TITLE

SIGNATURE

DATE

TELEPHONE

DEPARTMENT OF HUMAN RESOURCES USE ONLY

MERIT SYSTEM SERVICES

LIST ID #_____

LIST POSTED: _____

ADOPTION DATE: _____

BY: _____ DATE:: _____

REFERRAL UNIT
REFERRAL CLERK :
DATE REFERRAL ISSUED:
REFERRAL ID#:

ERRF-Register Response Form.doc Created 9/98

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 3-99

DATE: January 11, 1999

TO: Appointing Officers
Departmental Personnel Officers
Employee Organizations

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **TYPES OF REQUISITIONS AND APPOINTMENTS FOR AS-NEEDED AND SHORT-TERM POSITIONS**

PURPOSE

The Department of Human Resources has amended its policy concerning temporary personnel requisitions for as-needed and short-term positions. **Effective immediately, new personnel requisitions for as-needed and short-term positions MUST be issued as temporary exempt personnel requisitions.** Subsequent appointments must be made as temporary exempt appointments. New provisional status appointments for as-needed positions on temporary personnel requisitions will only be allowed on existing vacant requisitions until these requisitions expire on June 30, 1999 or are replaced by temporary exempt personnel requisitions. There are no policy changes for provisional appointments on permanent (P) and declared permanent (DP) requisitions. Existing provisional appointments on P and DP requisitions have been automatically extended from December 31, 1998, to June 30, 1999.

1996 CHARTER AUTHORITY

Sec.10.104. Exclusions from Civil Service Appointment
All employees of the City and County shall be appointed through competitive examination unless exempted by this Charter. The following positions shall be exempt from competitive civil service selection, appointment and removal procedures, and the person serving in the position shall serve at the pleasure of the appointing authority.....In addition, with the approval of the Civil Service Commission, exempt employees shall include:

16. Temporary and seasonal appointments not to exceed the equivalent of half-time during any fiscal year, except that such positions may be filled through regular civil service procedures;
17. Appointments, which shall not exceed two years and shall not be renewable, as substitutes for civil service employees on leave, except that such positions may be filled through regular civil service procedures;
18. Appointments, which shall not exceed three years and shall not be renewable, for special projects and professional services with limited term funding, except that such positions may be filled through regular civil service procedures.

TRANSITION

Authority for **all** provisional appointments, both regularly scheduled and as-needed, against temporary (T) requisitions will not be authorized beyond June 30, 1999. Current provisional appointees on temporary requisitions must be separated on June 30, 1999. If their employment is to continue beyond June 30, 1999, they must be appointed as temporary exempt no later than July 1, 1999 to an approved temporary exempt requisition. Sections 6 and 7 of the Human Resources Policy and Procedure Manual cover exempt appointments.

If an employee will NOT be appointed to temporary exempt status, a Separation Report must be completed for each employee indicating the date the employee is to be separated (no later than June 30, 1999) under the provisions of Civil Service Commission Rule 14.9 – Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment. Separations under this section require ten days notice.

NEW FORM

Attached is a new form – Notice to Exempt Appointee (DHR 6-20). Effective immediately, this form will be given to employees in all exempt appointments. When an exempt appointment is to be made to an approved personnel requisition, a Notice to Exempt Employee must be completed and signed by the appointee. A copy of the Notice must be retained in the employee's personnel folder. Each time an exempt appointment is extended, a new Notice must be completed. Instructions for the department and information for the employee are printed on the reverse side of the form.

Questions may be directed to Vernon Nulph at 557-4849 or Pat Pon at 557-4816.

City and County of San Francisco

Department of Human Resources

Notice to Exempt Appointee

Name of Appointee

Date Issued

Street Address

Department Number and Name

City State Zip

Job (Class) Number and Title

Exempt under Charter Section: _____

Employment Status (Check One)

_____ Permanent Exempt

_____ Temporary Exempt

Employment Schedule (Check One)

_____ Full-Time Regularly Scheduled

_____ Part-Time Regularly Scheduled

_____ As-Needed (not regularly scheduled)

_____ School-Term, Full-Time Regularly Scheduled

_____ School-Term, Part-Time Regularly Scheduled

Anticipated Last Day of Employment

Month Day Year

Important Information

As an exempt appointee you acquire no right to or preference for permanent civil service employment by working in an exempt appointment. Exempt appointment under certain Charter Sections are time limited: A. Charter Section 10.104-16 limited to (6) months in a fiscal year; B. Charter Section 10.104-17 limited to (2) years in 4-six month increments; C. Charter Section 10.104-18 limited to (3) years; D. Charter Section A8.511 limited to 960 hours in a fiscal year.

An exempt employee serves at the pleasure of the Appointing Officer. Your employment may be terminated at any time by the department head.

Please sign this form below acknowledging that you have received a copy of this notice.

Signature of Appointee

Date

cc: Employee's Personnel Folder

DHR 6-20 (12/98)

See Reverse Side

INSTRUCTIONS

1. The Notice to Exempt Appointee form must be completed whenever an exempt employee is appointed, has the exempt appointment extended, or has a change in work schedule (example: change from an as-needed to regular work schedule).

2. The original copy of the Notice to Exempt Appointee form must be given to the employee and a copy placed in the employee's personnel folder in the department.

CIVIL SERVICE COMMISSION – RULE 14

Sec. 14.44 Exclusions from Civil Service Appointment

All permanent employees of the City and County shall be appointed through the civil service process by competitive examination unless exempted from the civil service examination and selection process in accordance with Charter provisions. Appointments excluded by Charter from the competitive civil service examination and selection process shall be known as exempt appointments. Any person occupying a position under exempt appointment shall not be subject to civil service selection, appointment, and removal procedures and shall serve at the pleasure of the appointing officer.

1996 Charter

Sec.10.104. Exclusions from Civil Service Appointment

All employees of the City and County shall be appointed through competitive examination unless exempted by this Charter. The following positions shall be exempt from competitive civil service selection, appointment and removal procedures, and the person serving in the position shall serve at the pleasure of the appointing authority…

In addition, with the approval of the Civil Service Commission, exempt employees shall include:

16. Temporary and seasonal appointments not to exceed the equivalent of half-time during any fiscal year, except that such positions may be filled through regular civil service procedures;
17. Appointments, which shall not exceed two years and shall not be renewable, as substitutes for civil service employees on leave, except that such positions may be filled through regular civil service procedures;
18. Appointments, which shall not exceed three years and shall not be renewable, for special projects and professional services with limited term funding, except that such positions may be filled through regular civil service procedures.

Excerpts from Procedures and Guidelines for Making Exempt Appointments Under Charter Sections 10.104-16; 10.104-17; and 10.104-18.

A. Limited Duration Exemption (Charter Section 10.104-16)

- Appointments shall be to either "temporary" or "seasonal" positions;
- No person shall exceed 1040 hours of employment under limited duration exempt appointment in any fiscal year;
- A position once exempted under this section shall not be offered to eligibles or holdovers;
- All appointments authorized under this section shall be "temporary exempt".

B. Substitute Exemption (Charter Section 10.104-17)

- An appointment proposed for exemption under this section shall be for a replacement or substitute for a civil service employee on an authorized leave of absence;
- The Human Resources Director may approve an appointment in increments of up to 1040 hours (six months); however, the appointment shall not exceed a maximum duration of 4160 hours; or a total of four six-months increments;
- A permanent holdover may displace an appointee occupying a position exempted under this section;
- An appointment authorized under this section may be either "permanent exempt" or "temporary exempt".

C. Special Project Exemption (Charter Section 10.104-18)

- An appointment authorized for exemption under this section must be to a position created for or dedicated to a special project or for professional services;
- Funding for appointments authorized under this section shall be for a limited term, e.g., a grant or a "one-time only" appropriation for a specific or special purpose;
- A position once exempted under this section shall not be offered to eligibles or holdovers;
- Appointments authorized under this section may be either "permanent exempt" or "temporary exempt".

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 4 - 99

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Date: January 22, 1999

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***January 23, 1999***.

Classification	Unit Assignment	Certified Representative
1381 Special Assistant XXII	M-SA	Municipal Executives' Association (MEA) (EGC 0351)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

(over)

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
chron file

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR. No. 5-99

Date: January 26, 1999

To: Department Heads
Personnel Officers

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman, Director
Employee Relations Division

Subject: **NOTICE TO UNREPRESENTED EMPLOYEES**

The Employee Relations Division of the Department of Human Resources has scheduled two meetings to meet and confer pursuant to Charter Section 8.409.1. In order to provide notification for affected unrepresented employees, the attached memorandum is being forwarded to your office for immediate posting. Please post this Notice (attached memorandum) in locations accessible to affected unrepresented employees. Additionally, please ensure posting at applicable worksites.

For additional information, you may contact Janet Rogers at 557-4915. Thank you for your assistance and prompt attention to this request.

Attachment

Unreps-mtg. notice

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

Date: January 26, 1999

To: Unrepresented Employees Covered under Ordinance No.158-98

Through: Geoffrey L. Rothman, Director
Employee Relations Division

From: Janet L. Rogers, Senior Personnel Analyst
Employee Relations Division

Subject: **NOTICE TO MEET & CONFER PURSUANT TO CHARTER SECTION 8.409.1**

Employees in classifications not represented by a recognized employee organization are entitled to represent themselves with the City and County over wages, hours and other terms and conditions of employment to the extent required by state law and shall not be subject to the arbitration provisions of Section 8.409.4 of the Charter.

For those unrepresented employees covered under the current unrepresented ordinance (158-98) for FY 1998-99, two meetings have been scheduled to consider forms of compensation including salaries, hours, benefits, and other terms and conditions of employment subject to approval or disapproval of the Board of Supervisors pursuant to Section 8.409.1 of the Charter.

The following dates and times have been reserved to meet with those noted, designated unrepresented employees who wish to meet and confer regarding the proposed forms of compensation specified above.

Date/Time: Tuesday, February 9, 1999 – 11:45 a.m.

AND

Wednesday, February 17, 1999 – 11:45 a.m.

Location: Office of the Employee Relations Division
Department of Human Resources
44 Gough Street, third Floor
San Francisco, CA 94103

For additional information, you may contact Janet Rogers at (415) 557-4915.

Attachment

Unreps-mtg. Notice #2

ATTACHMENT

LIST OF UNREPRESENTED CLASSIFICATIONS PURSUANT TO CHARTER SECTION 8.409

PLEASE NOTE: This list is based on information available at the time of distribution and is intended to be comprehensive. Questions or concerns about this list (including contentions that the list contains any inaccuracies) may be directed to Janet Rogers, Senior Personnel Analyst, Employee Relations Division, 44 Gough Street, San Francisco, CA 94103. ERD reserves the right to amend this list to ensure it is complete and contains all classificatons covered by San Francisco Ordinance No. 158-98.

1113 DEPUTY DIRECTOR, RETIREMENT SYSTEM

1130 YOUTH COMMISSION ADVISOR, BOARD OF SUPERVISORS

1229 SPECIAL EXAMINER

1280 EMPLOYEE RELATIONS ASSISTANT

1281 EMPLOYEE RELATIONS REPRESENTATIVE

1282 PRINCIPAL EMPLOYEE RELATIONS REPRESENTATIVE

1283 DIRECTOR, EMPLOYEE RELATIONS DIVISION

1293 HUMAN RESOURCES DIRECTOR

1378 SPECIAL ASSISTANT XIX

1379 SPECIAL ASSISTANT XX

1380 SPECIAL ASSISTANT XXI

1471 ELECTIONS WORKER

1649 ACCOUNTANT INTERN

1801 SUPERVISING PERFORMANCE AUDITOR

1849 MAYOR'S PROGRAM MANAGER

1942 ASSISTANT MATERIALS COORDINATOR

2107 MEDICAL STAFF SERVICES DEPARTMENT ANALYST

2529 ASSISTANT CHIEF, PARAMEDIC DIVISION

2561 OPTOMETRIST

2576 SUPERVISING CLINICAL PSYCHOLOGIST

2782 LAUNDRY SUPERINTENDENT

2953 DEPUTY GENERAL MANAGER, DEPT. OF HUMAN SERVICES

2978 CONTRACT COMPLIANCE OFFICER II

ATTACHMENT

3238	DANCE INSTRUCTOR
3248	PIANIST
3438	TREE TOPPER SUPERVISOR II
3484	AGRICULTURAL DIVISION LAND AGENT
3650	MEDICAL RECORDS LIBRARIAN
5264	AIRPORT NOISE ABATEMENT TECHNICIAN
5502	PROJECT MANAGER I
5504	PROJECT MANAGER II
5506	PROJECT MANAGER III
5508	PROJECT MANAGER IV
5630	WATER & POWER ANALYST I
6218	INSPECTOR OF WEIGHTS AND MEASURES TRAINEE
7369	APPRENTICE SHEET METAL WORKER
8121	INVESTIGATOR, PROTECTIVE SERVICES, PUBLIC TRANSPORTATION DEPT.
8135	ASSISTANT CHIEF VICTIM/WITNESS INVESTIGATOR
8137	CHIEF VICTIM/WITNESS INVESTIGATOR
8222	HOUSING AUTHORITY POLICE OFFICER
8247	EMERGENCY PLANNING COORDINATOR
8446	COURT ALTERNATIVE SPECIALIST I
9914	PUBLIC SERVICE AIDE - ADMINISTRATION
9916	PUBLIC SERVICE AIDE - PUBLIC WORKS
9920	PUBLIC SERVICE AIDE - ASSISTANT TO PROFESSIONALS
9922	PUBLIC SERVICE AIDE - ASSOCIATE TO PROFESSIONALS
9924	PUBLIC SERVICE AIDE - HEALTH SERVICES
A006	PARKING BUREAU CHIEF
A032	TRAFFIC SIGN MANAGER
A046	TRANSIT LINE MANAGER

ATTACHMENT

A047 WATER SUPPLY ENGINEER

A058 DIRECTOR ENTERPRISE ACCOUNT

A100 PARKING ENFORCEMENT SUPERVISOR

A114 MIS MANAGER

A712 HYDRANT SERVICE PERSON

A739 TRANSIT MAINTENANCE MANAGER III

A766 AIRPORT ASSISTANT TO DIRECTOR

A782 DIRECTOR OF FINANCE, PURCHASING

A805 TELECOMMUNICATION SYSTEMS DIRECTOR

A827 AIRPORT PARKING MANAGER

A836 PROPERTY MANAGER II

A837 INVESTIGATIVE ASSISTANT

A907 CONSTRUCTION ENGINEER

A919 CONSTRUCTION CONTRACT ADMINISTRATION

A922 ELECTRONIC INSTRUMENTATION ASSISTANT SUPERVISOR

A978 SENIOR DATABASE ADMINISTRATOR

A991 CONTRACTING SPECIALIST

AA08 RESEARCH CHEMIST

AA37 EXECUTIVE ASSISTANT TO THE ASSESSOR

AA56 PARKING CITATION HEARING OFFICER

AA63 ADMINISTRATIVE SECRETARY, PORT

AA77 DEPUTY DIRECTOR, OPERATIONS, DEPT. OF TRANSPORTATION

AA78 DEPUTY DIRECTOR, MAINTENANCE, DEPARTMENT OF TRANSPORTATION

AA79 DEPUTY DIRECTOR, ADMINISTRATION & FINANCE, DEPARTMENT OF TRANSPORTATIO

AA80 DEPUTY DIRECTOR, CAPITAL PROJECTS, DEPARTMENT OF TRANSPORTATION

AA81 EXECUTIVE DIRECTOR, ETHICS COMMISSION

AA85 ADMINISTRATIVE SECRETARY, TRANSPORTATION COMMISSION

ATTACHMENT

AA94	LIBRARY AIDE I
AA99	APPRENTICE PAINTER
AB05	DEPUTY CLERK, PARKING & TRAFFIC
AB07	INFORMATION CLERK, PARKING & TRAFFIC
AB08	ASST. DIV. CHIEF CLERK, PARKING & TRAFFIC
AB16	OPERATIONS MANAGER
AB17	RIGHT-OF-WAY MANAGER
AB21	DUAL DIAGNOSIS SPECIALIST
AB22	ADMINISTRATIVE SERVICES DIRECTOR
AB24	MAINTENANCE SUPERVISOR
AB25	ASSISTANT PERSONAL PROPERTY AUDITOR
AB26	DIRECTOR OF TAXPAYER ASSISTANCE
AB27	SECRETARY, COMMISSION ON THE ENVIRONMENT
AB28	TELECOMMUNICATIONS DIRECTOR
AB29	BUSINESS & ECONOMIC DEVELOPMENT DIRECTOR
AB31	EX. DIR., DEPT. OF THE ENVIRONMENT
AB37	ADMINISTRATOR OF PRISONER SERVICES
AB44	CONFIDENTIAL CHIEF ATTORNEY II, (CIVIL & CRIMINAL)
AB62	MAYOR'S SPECIAL ASSISTANT I
AB63	MAYOR'S SPECIAL ASSISTANT II
AB64	MAYOR'S SPECIAL ASSISTANT III
AB65	MAYOR'S SPECIAL ASSISTANT IV
AB66	MAYOR'S SPECIAL ASSISTANT V
AB67	MAYOR'S SPECIAL ASSISTANT VI
AB68	MAYOR'S SPECIAL ASSISTANT VII
AB69	MAYOR'S SPECIAL ASSISTANT VIII
AB70	MAYOR'S SPECIAL ASSISTANT IX

ATTACHMENT

AB71	MAYOR'S SPECIAL ASSISTANT X
AB72	MAYOR'S SPECIAL ASSISTANT XI
AB73	MAYOR'S SPECIAL ASSISTANT XII
AB74	MAYOR'S SPECIAL ASSISTANT XIII
AB75	MAYOR'S SPECIAL ASSISTANT XIV
AB76	MAYOR'S SPECIAL ASSISTANT XV
AB77	MAYOR'S SPECIAL ASSISTANT XVI
AB78	MAYOR'S SPECIAL ASSISTANT XVII
AB79	MAYOR'S SPECIAL ASSISTANT XVIII

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

DOCUMENTS DEPT.

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San Francisco, CA 94102

MEMORANDUM

DHR No. 99-6

DATE: January 28, 1999

TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: ANNOUNCEMENT OF 1823 SENIOR ADMINISTRATIVE ANALYST AND 1824 PRINCIPAL ADMINISTRATIVE ANALYST REGISTER PROCESS.

NOTE: **PLEASE DISTRIBUTE TO ALL MANAGERS IN UNITS THAT MAY UTILIZE THESE CLASSIFICATIONS.**

In its ongoing efforts to create examination procedures that are job related, streamlined, and customer service oriented, the Department of Human Resources is pleased to announce a new register process for 1823 Senior Administrative Analyst and 1824 Principal Administrative Analyst.

This program will radically change the hiring process for these job codes, giving us the flexibility to recruit for functionally diverse positions.

This new register process will provide Departments with lists of applicants who have important job related competencies for these types of positions, and will allow more specific qualification of applicants by the individual Departments. This process will provide a continuous pool of qualified candidates and should also expedite permanent appointments to these positions.

EXECUTIVE SUMMARY

The continuous announcements for the 1823 Senior Administrative Analyst and 1824 Principal Administrative Analyst classifications were issued on Friday, January 15, 1999. Applicants must submit a City and County of San Francisco employment application, verification of experience and/or education and a Skills/Experience Checklist. On an ongoing basis, the DHR analyst will review the application for minimum qualifications and place qualified candidates on the employment register.

Candidates remain on the register for 12 months and will drop off the list when duration expires. Candidates not selected during this one-year period may reapply when their name is removed from the register.

When a Department has a vacancy, the department will complete an Employment Register Referral Request with specific skills and experience required for the position available in the department. This Referral Request is identical to the checklist completed by the candidates. This "profile" of the skills and experience required by the specific position will be sent to DHR with a request to forward all candidates in the register matching the "profile" to the department for further evaluation. The DHR database will match the department profile to the candidates' skills and experience checklist. DHR will only refer those candidates whose skills and experience match the department's specific needs.

For positions which require very specific knowledge or abilities that may not be well represented in the current register pool, Departments may choose to conduct a formal recruitment process referring candidates to submit CCSF application materials to DHR.

The Department will contact and may require applicants to submit applications, resumes, supplemental applications, verification of experience, etc. Based upon these documents, the Department will decide which candidates will be invited to the selection process (interview, exercises, etc.) Departments are required to conduct and document job-related selection procedures to make a final hiring selection. DHR will monitor the selection process.

The Department makes a selection and submits an Employment Register Response Form to DHR. The selected candidate will be placed on an eligible list and will be certified to the hiring department.

A more detailed set of departmental instructions and copies of required forms are attached to this memo.

Attachments

cc: Honorable Willie L. Brown, Mayor
Honorable Members of the Board of Supervisors
Honorable members of the Civil Service Commission

FILLING PERMANENT VACANCIES FOR 1823 SENIOR ADMINISTRATIVE ANALYST AND 1824 PRINCIPAL ADMINISTRATIVE ANALYST

Referral Request

Departments wishing to fill permanent vacancies must submit an Employment Register Referral Request (Attachment 2) via cc:Mail, Internet e-mail, or regular mail to DHR, Team 4, 1823/1824 Analyst. On this form, departments should indicate up to 15 of the most critical competencies for the position to be filled. DHR will match this information to data in the Employment Register and will forward an Employment Register Referral Report via e-mail to an authorized staff person. This report will include the names, addresses and telephone numbers of only those candidates in the register who match department needs. Departments may also request referral of all names in the register for that job code. This report will also identify whether or not candidates are current City and County employees.

Departmental Selection Procedure

Upon receipt of the Employment Register Referral Report, departments are responsible for contacting the candidates and conducting a defensible, job-related selection process. Departments may require copies of the CCSF employment application, verification materials, etc. from applicants and/or may require additional documents such as resumes, supplemental applications, etc. for use in the departmental screening process.

In conducting selection procedures, Departments are advised that they may only ask job-related questions. Please contact your MSS liaison if you need further information or have any questions. A list of questions, which may not be asked (pursuant to State and Federal legislation), is available from your MSS liaison.

In accordance with established procedures, departments are responsible for ensuring equal employment opportunity and workforce diversity. The appointing authority must create and retain appropriate records of the administration of the selection process, including all documents related to the selection. Based on these records, the appointing authority must be able to articulate why a particular candidate has been selected over other candidates in order to be prepared for audits, grievances, discrimination complaints, litigation, etc.

Employment Register Referral Response

After selecting a candidate to fill a vacancy, departments may make a conditional offer of employment. If the candidate accepts the position, the department must submit an Employment Register Response Form (Attachment 3) to DHR, Team 4, 1823/24 Analyst, to provide the information we need to place the candidate on an eligible list. By signing this response form, the appointing officer is certifying that the department has selected the candidate for permanent hire. After the eligible list has been posted and adopted, the DHR Referral Office will send a Referral Notice to the department listing the eligible and the certification date for the department file. Departments will not be required to submit a response to the Referral Office.

Filling Temporary Vacancies

Effective immediately, no new temporary, T, full-time or part-time, regularly scheduled requisitions will be approved by DHR. All temporary requisitions should be issued as Temporary exempt, TE, under Charter Section 10.104, category 16 or 17 or Prop f retirees. Modification of existing temporary requisitions that warrant extension of time should be submitted on a Requisition Modification to change the requisition type from temporary, T, to temporary exempt, TE, and the new duration date.

This process is intended to eliminate the need for provisional appointments.

As-needed requisitions and appointments

Effective immediately, all new requisitions for as-needed work schedules must be issued as TE, temporary exempt, under charter Section 10.104, category 16. No new temporary, T, requisitions with an as-needed work schedule will be approved.

Authorization to receive Employment Register Referral Report

In order to assure a quick response to departmental Referral Request forms, please complete and return the PERSONS AUTHORIZED TO RECEIVE MAIL/MERGE DOCUMENT OF EMPLOYMENT REGISTER REFERRAL REPORT (Attachment 4) per the instructions on the form by February 9, 1999. It is important to keep this information current with DHR.

EMPLOYMENT REGISTER REFERRAL REQUEST

1823 Senior Administrative Analyst
1824 Principal Administrative Analyst

JOB CODE #: _____ JOB TITLE: _____

DEPARTMENT: _____ CONTACT NAME: _____

CONTACT TITLE: _____ PHONE: _____

INSTRUCTIONS: This form will be used as a screening device to produce your requested employment register referral report. Names of candidates in the register who match your skills profile will be transmitted to your department via cc:mail. Please check NO MORE THAN 15 boxes listed below that represent the most critical skills and abilities you require in the requested position.

GENERAL

Writing skills
- ☐ memos
- ☐ letters
- ☐ reports

☐ negotiation, including contract terms, budget and deliverables
☐ develop, interpret and evaluate performance measurements
☐ develop spending plans
☐ studies and surveys – developing, conducting & researching

PLANNING & COORDINATION

☐ project planning
☐ project management
☐ direct supervision of staff

COMPUTER SKILLS

Operating System
☐ DOS
☐ MAC
☐ Experience with automated financial information systems

Word Processing Programs
☐ MS Word
☐ WordPerfect

Graphics/Presentation Programs
☐ Power Point
☐ Freelance

Database/Spreadsheet
☐ Lotus 1-2-3
☐ Excel
☐ Filemaker Pro
☐ Paradox
☐ Access
☐ People Soft
☐ Mantis
☐ QuatroPro

Other Software:
☐ e-mail
☐ internet
☐ statistical
☐ debt modeling
☐ desktop publishing
☐ project management

ADMINISTRATIVE POLICY

Operational Practices & Procedures
☐ analysis & evaluation
☐ development
☐ implementation

Types of Projects
☐ capital and facilities
☐ new services
☐ information systems implementation or major modifications

BUDGETS

Budget development
☐ zero-based
☐ incremental-based
☐ mission-based
☐ analyzing budget requests

FINANCE

Economic/financial analysis
☐ rate analysis
☐ modeling analysis
☐ cost-benefit analysis
☐ capital planning
☐ debt management
☐ revenue and expense analysis
☐ financial forecasting
☐ calculation of debt capacity
☐ evaluation of financing alternatives
☐ capital requirements
☐ discounted cash flow analysis

Financial audits & procedures
☐ preparation of internal & external audit schedules
☐ preparation of financial statements
☐ analyzing accounting pronouncements
☐ developing accounting policies and procedures
☐ implementing accounting procedures

Grants
☐ develop grant budget
☐ applying for grant
☐ monitor grant
☐ administer grant
☐ reconcile grant
☐ develop financial reports
☐ federal grant(s)
☐ state grant(s)
☐ local grant(s)

CONTRACTS

Competitive selection process
☐ developing request for proposals/invitations to bid
☐ conducting pre-bid conferences
☐ reviewing proposals
☐ leading technical review panel through selection process
☐ interviewing and selecting contractor

LEGISLATIVE POLICY

Analyzing and interpreting legislation
☐ mitigating adverse action
☐ maximizing potential benefits
☐ determining fiscal impact
☐ determining program impact
☐ ensuring compliance with new legislation
☐ drafting legislation
☐ making policy recommendations
☐ implementing and coordinating programs mandated by legislation
☐ serving as legislative liaison

☐ **SEND ENTIRE REGISTER**

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

EMPLOYMENT REGISTER RESPONSE FORM

Department Name	Department #	Date Issued

Departmental Use: (fill in all required information)		DHR/MSS Use	✔
Name of Candidate			
SSN			
Job Code (class)			
Requisition No.			
DHR RQ No.			
Tentative Start Date			

This department has selected the above named candidate to be placed on an eligible list for permanent hire and has verified that the candidate has met the minimum qualifications for the position. I understand that the submission of this form confirms this department's selection of this eligible, and that the Department of Human Resources will be sending a Referral Notice listing this eligible and the certification date.

SIGNATURE OF APPOINTING OFFICER OR AUTHORIZED DESIGNEE

PRINT OR TYPE NAME AND TITLE

SIGNATURE

DATE

TELEPHONE

DEPARTMENT OF HUMAN RESOURCES USE ONLY

MERIT SYSTEM SERVICES

LIST # _____

LIST ID # _____ DATE ISSUED: _____

LIST POSTED: _____

ADOPTION DATE: _____

BY: _____ DATE: _____

REFERRAL UNIT

REFERRAL CLERK:

DATE REFERRAL ISSUED:

REFERRAL ID#:

44 Gough Street • San Francisco, CA 94103-1233

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

PERSON(S) AUTHORIZED TO RECEIVE MAIL/MERGE DOCUMENT OF EMPLOYMENT REGISTER REFERRAL REPORT

As part of the new 1823/1824 Employment Register process, the Merit System Services staff will forward a "mail/merge" document containing names and addresses of the candidates in the employment registers to the departments via cc:mail. The departments may use this "mail/merge" document to facilitate written contact with the candidates.

In order to preserve confidentiality, we are requesting each department to designate the person(s) authorized to receive this merge document.

Name as listed in cc:mail OR Internet Address		
Class/Title		
Telephone Number		
Software & Version		

Name as listed in cc:mail OR Internet Address		
Class/Title		
Telephone Number		
Software & Version		

(Print Name) _____ Signature _____

Department _____ Date _____

The MSS staff will send information only to the authorized name(s) above. You may designate more than one person to receive this document. We have provided space for up to four (4) persons. You may use additional forms to authorize additional staff, if required. Please update this authorization as staffing changes occur in your office to avoid any delays in receiving this information.

Please send the completed form to Merit System Services – Department of Human Resources, Attn: Team 4 1823/1824 Register, 44 Gough Street, San Francisco, CA 94103.

1/28/99

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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2/12/99

MEMORANDUM
DHR No. 8 - 99

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FEB 16 1999

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Date: February 12, 1999

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***February 20, 1999.***

Classification	Unit Assignment	Certified Representative
2107 Medical Staff Services Department (MSSD) Analyst	8 – R	International Federation of Professional & Technical Engineers, Local (ECG:0021)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

(over)

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 9 - 99

Date: February 12, 1999

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - SUCCESSSOR CLASS**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990 and the successor class assignment provision contained in the Municipal Executives' Association (MEA) Memorandum of Understanding (Article 1.A.), the following new classification is hereby assigned to a bargaining unit represented by MEA. This successor assignment is effective ***January 14, 1999***.

Classification	Unit Assignment	Certified Representative
5103 Operations Bureau Supt., Public Works	M	Municipal Executives' Association (MEA) (EGC: 0351)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

(over)

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

cc: Kate Favetti, CSC
Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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9/29/99

MEMORANDUM
DHR NO. 9-99

BOX 41 M-2 * A-1 *
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DATE: March 29, 1999

TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Family Medical Leave Act Semi-Annual Summary Requirement**

The Department of Labor requires employers to maintain Family Medical Leave Act (FMLA) records in accordance with the record keeping requirements of section 11 (c) of the Fair Labor Standards Act (FLSA). Department of Human Resources (DHR) FMLA training held in September 1998 reviewed these requirements. Two Excel spreadsheets were developed to assist departments in record keeping and reporting FMLA Leave information. In December 1998, DHR sent out an e-mail containing the attached references:

1) Instructions for the FMLA Log and Summary Sheets,
2) FMLA Semi-Annual Summary (to be completed by each department and mailed to DHR's Internal Services Unit), and
3) FMLA Annual Log (for individual department's use).

Each department is required to complete and submit to DHR's Internal Services Unit the FMLA Semi-Annual Summary in April and October of each year. Upon receipt of these summaries, DHR will compile the citywide statistics required by the Department of Labor.

The FMLA Semi-Annual Summary for the period October 1, 1998 – March 31, 1999 is due on Friday, April 16, 1999. Please mail the completed summary to Elma Young, DHR's Internal Services Unit, 44 Gough Street (Department #33).

E-mail attachments are available by contacting Elma Young at 557-4926. If there are questions regarding the forms, instructions, or procedures, please contact the DHR Internal Services analyst for your department: Gilda Cassanego at 557-4859; Lincoln Mah at 557-4960; or Pat Sayrafi at 557-4848.

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APR 05 1999

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Subject: **FMLA Log and Summary Sheets on Excel Spreadsheets**

Two Excel spreadsheets were developed to assist your department in record keeping and reporting FMLA leave information. The FMLA Annual Log will allow you to enter and track FMLA leave usage of individual employees for your department's records. Your department completes and submits the FMLA Semi-Annual Summary to DHR on a semi-annual basis.

FMLA Annual Log: All requests received during the year, beginning October 1, 1998, can be recorded on this log. We are sending it to you with the file name: FMLA log.xls.

Under the title, enter the beginning and end dates of the annual reporting period. Enter your department name and number. You may make additional copies of the sheet to use for separate divisions or bureaus.

For each request, enter the employee's name. Entering the employee's last name first will allow you to sort this column alphabetically by last name at anytime. Add the employee's job class and regular hours worked per pay period.

If a request for FMLA leave is denied, use the column "Reason Denied" and enter the code number from the legend at the bottom of the sheet.

If a request for FMLA leave was approved, use the remaining columns to record the dates, hours used, reason for the request (enter the code letter from the legend at the bottom of the sheet), whether a FMLA 2 Certification of Health Care Provider form was received, and, when applicable, if an extension was approved or denied.

FMLA Semi-Annual Summary: This sheet is the report that your department completes and submits to DHR Internal Services in April and October of each year. DHR will compile the citywide statistics for the Department of Labor. This file has the name FMLAsummary.xls.

Under the title, the report period should indicate the six-month period: October through March, or April through September; and the correct year.

Complete the department name and number. If you compile the report by divisions or bureaus in your department you may make additional copies to use for the separate divisions or bureaus.

Use the total approvals and denials fields to record all the requests received, and the reasons for the approval or denial of each. The reason codes are from the legend on the Annual Log sheet (see above). The total number of requests received in the report period will be computed and entered from the number of approvals and denials.

Your departmental Human Resources Manager must sign the form, and the person entering/compiling the information should print or type his/her name and phone number.

Send the original to DHR, Dept.# 33, Internal Services and keep a copy in your department's files.

Questions on the FMLA Policy and Procedures should be directed to your department's DHR Internal Services analyst. If you do not know your analyst's name please call 557-4829.

12/7/98

FMLA Semi-Annual Summary
October 1, 1998 - March 31, 1999

Department Name _____
Department Number _____
Division/Bureau _____

Total number of requests 0

Total approvals = 0
Number of a = _____
Number of b = _____
Number of c = _____
Number of d = _____

Total denials = 0
Number of 1 = _____
Number of 2 = _____
Number of 3 = _____
Number of 4 = _____

Signature of Human Resources Manager _____

Print Name and Phone Number of Person Completing Report:

_____

Send original to DHR #33, Internal Services
cc: Department's FMLA file

FMLA ANNUAL LOG
October 1998 - October 1999

Department Name _____ Department# _____ Division/Bureau _____

Employee Name (Last, First)	Class	Regular Hrs per PP	Reason Denied (1,2,3,4)	FMLA Start Date	FMLA End Date	FMLA Hrs Used	Reason (a,b,c,d)	FMLA 2 rec'd (Y/N)	Extension appvd/denied

Reason for denial of request:
1) Employee exhausted FMLA Leave entitlement for the 12-month rolling period
2) Reason for the request is not covered by FMLA
3) Employee failed to provide required documentation/certification, or documentation/certification is incomplete
4) Employee was not eligible for FMLA Leave at the time of the request

Reason for the request. Eligible employees may apply for FMLA Leave under the following circumstances:
a) Birth of the employee's child and to care for the newborn child.
b) Placement with the employee of a child for adoption or foster care; and to care for the newly placed child.
c) To care for an immediate family member because such family member has a serious health condition.
d) Employee's own serious health condition that makes the employee unable to perform the functions of his/her position, including an on-the-job injury or illness.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR NO. 10-99

Date: March 29, 1999

To: Department Heads, Personnel Officers, & Human Resources Personnel

From: Andrea R. Gourdine
Human Resources Director

Subject: 1998-1999 Compensation Manual Revision
World Wide Web | Adobe Acrobat Portable Document File

The Compensation Manual Version 1.1b is available for distribution and immediate use. This revision has a number of refinements and additions that will prove helpful to its users:

- Salary Grade Tables now include the Annual Pay for each step (rather than maximum and minimum only).
- A number of "A" classes have been eliminated.
- Internal adjustments recently adopted by the Board of Supervisors have been included.
- An "Entry At Fifth Step" check box has been added to highlight those affected classes.

The Compensation Program is providing the compensation manual as a computer file available on the World Wide Web. This allows for timely and cost-efficient distribution of significant revisions to this and future Manuals. If you do not have web access, please contact your MIS/LAN Administrator to download the file and distribute it on your network. The Web address is: www.ci.sf.ca.us/dhr

The file is in Adobe Acrobat Portable Document Format (pdf) and requires the Adobe Acrobat Reader to open. The software is available as a free download from Adobe.com. Please note that the file CANNOT be read by word processing software such as Word, WordPerfect, etc. It can only be opened by Adobe Acrobat. Your network administrator will be able to distribute this software as well.

If you cannot access the file through the Web or your Network Administrator, you may request a copy of the file on diskette by notifying the Compensation Program through the City Email system at mailbox "Compensation" and including your mailing address. The file may also be attached to an email message.

You may direct your questions by phone to Michael Johnston at 415/557-4871.

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 11-99

BOX 41 M-2 * A-1 *
PUBLIC LIBRARY - MAIN LIBRARY
GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102

Date: April 2, 1999

To: Departmental Personnel Officers
Departmental Personnel Staff
Personal Services Contract (PSC) Coordinators
Designated Departmental Representatives (DDR, Dept. of Transportation)

DOCUMENTS DEPT.

APR 07 1999

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From: Andrea R. Gourdine
Human Resources Director

Subject: Internal Services Staff and Assignments

Several staffing changes have occurred within the Internal Services unit of the Administrative Services Division. Cynthia Hamada is now the Internal Services Manager, and Patricia Sayrafi and Lincoln Mah have joined Gilda Cassanego as Senior Personnel Analysts. The Administrative Services Division is under the management of Michele Modena, Deputy Director.

The three Senior Personnel Analysts in the unit are assigned specific departments in multiple functional areas. They will be providing advice and reviewing departmental requests and actions in the following areas:

- Disciplinary Separations and Suspensions
- Restrictions on Future Employability
- Personal/Professional Services Contracts
- Drug and Alcohol Testing Program (for departments subject to DOT regulations)
- Requests for Leave including the Family Medical Leave Act
- Review of Requests for Medical Examinations
- Other In-Service Issues and Questions

Please consult with the analyst assigned to your department for advice on policies and procedures in the above-listed areas. The staff assignments are noted on the reverse side of memorandum.

Internal Services staff is supported by Stephanie Chan, Kathy Luhman, and Elma Young.

Please note that your assigned MSS staff analyst will continue to respond to your questions and issues regading requisitions, position classification, recruitment, selection and examinations.

DHR ADMINISTRATIVE SERVICES
INTERNAL SERVICES UNIT
Departmental Assignments for Senior Analysts

Gilda Cassanego 557-4859

05	Public Defender
08	Tax Collector/Treasurer
11	Trial Courts
25	Mayor's Office
30	Civil Service Commission
35	Public Transportation*
36	Parking &Traffic
38	Police
39	Port*
41	Public Library
42	Recreation and Park*
44	Retirement
46	War Memorial
48	Commission on the Status of Women
79	Public Admin./Public Guardian
80	Registrar of Voter
91	Purchasing*

Lincoln Mah 557-4960

03	City Attorney
04	District Attorney
07	Unified School District*
12	Juvenile Probation
13	Adult Probation
14	Community College
19	Building Inspection
26	Commission on Aging
27	Airports Commission*
45	Human Services
29	Planning
62	Asian Art Museum
63	Law Library
65	Rent Arbitration Board
71	Real Estate
75	Telecomm. & Information Services*
76	Animal Care & Control
90	Public Works*

Patricia Sayrafi 557-4848

01	Board of Supervisors
02	Assessor
06	Sheriff*
09	Controller
18	Ethics Commission
28	Arts Commission
31	Fire*
33	Human Resources
34	Human Rights Commission
37	Board of Appeals
40	Public Utilities (incl. 32, 40, 47, 92)*
60	Academy of Sciences
61	Fine Arts Museums
70	City Administrator
72	County Agriculture
74	Coroner/Medical Examiner
81, 82	Public Health (formerly 83, 85, 86, 87)*
93	Convention Facilities

* Denotes a City department that has positions subject to Department of Transportation regulations.

Internal Services Manager: Cynthia Hamada (557-4932)
Support Staff: Kathleen Luhman (557-4843), Stephanie Chan (557-4829), and Elma Young (557-4926).

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 12 - 99

BOX 41 M-2 * A-1 *
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Date: April 9, 1999

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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APR 13 1999
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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***April 17, 1999.***

Classification	Unit Assignment	Certified Representative
8135 Assistant Chief Victim/ Witness Investigator	11 – EE	United Public Employees, Local 790 (SEIU) EGC. 0790

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

(over)

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Anita Sanchez at 252-3254 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Anita Sanchez, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
Yuchih Lee, Health Service System
chron file

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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4/6/99

MEMORANDUM
DHR. No. 14-99

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APR 13 1999
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Date April 6, 1999

To: Departmental Personnel Officers
Departmental Payroll Supervisors
Personnel/Payroll Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Janet Bosnich-Seijas, Compensation Manager
Employee Relations Division

Subject: **Clarification of Step Placement for Promotive Appointment in a Higher Class**

The various memoranda of understanding between the City and the employee organizations cite the specific provision typically located in the Article related to Pay, Hours, and Benefits.

> **"If the employee is receiving a salary in his/her present classification equal to or above the entrance step of the promotive class, the employee's salary in the promotive class shall be adjusted to (2) two steps in the compensation schedule over the salary received in the lower class but not above the maximum of the salary range of the promotive classification."**

The following standard applies in the calculation of step placement when an employee promotes to a higher classification:

- If the employee's current salary is equal to or above the entrance step of the promotive class at the time of appointment, an adjustment of two (2) steps (approximately 10%) should be calculated based on the compensation schedule of the higher classification. The step placement is not to exceed the maximum of the salary range (typically Step 5) of the promotive class.

The following examples are provided for further clarification:

Example 1: Promotive Appointment to a Higher Class - IFPTE, L 21, Art. III.C.1 (a)

		Biweekly Salary Step								
JOB CLASS	SCHED. NO.	1	2	3	4	5	6	7	8	9
1241		1436	1506	1580	1658	1740	1827	1918	2014	2115
1244	64.05	2079	2183	2292	2407	2527				

Promotive Class - 1244 Senior Personnel Analyst / Former Class - 1241 Personnel Analyst

Promoted from class 1241 on January 1, 1998 with an existing salary of $2,115, the 9th step effective December 26, 1998 under IFPTE contract. Promoted to Class 1244 salary schedule 64.05. Which step does the employee advance to in the promotive class?

Answer: The equivalent of two (2) steps has traditionally been interpreted to equate to an increase of ten percent (10%). In the instance, the application of two (2) steps cannot equate from one salary schedule to another schedule since Class 1241 is off the standard salary schedule. In cases like this, the Compensation Program determines that step which is the closest to the equivalent of two steps or 10% salary adjustment. So, Step 9 $2,115 x 10% (adjustment of 2 steps) = $2,327.

Placement at Step 3 $2,292 of salary schedule 64.05 provides for the adjustment closest to 2 steps or approximately 10%. Step 3 $2,292 provides an increase of 8.37%. Step 4 of class 1244 provides for an approximate 13.8% increase in the promotive class. Step 3 is closest to two steps (approximately 10%).

Example 2: Promotive Appointment to a Higher Class - IFPTE, L 21 - Article III.C.1 (a)

		Biweekly Salary Step				
JOB CLASS	SCHED. NO.	1	2	3	4	5
1450	57.65	1524	1600	1678	1761	1849
1454	60.95	1787	1876	1970	2069	2172

Promotive Class - 1454 Executive Secretary III / Former Class - 1450 Executive Secretary I

The existing salary schedule for class 1450 is step 5 - $1,849, which is greater than step 1 $1,787 of salary schedule of, class 1454. The $1,849 falls between steps 1 & 2 of class 1454. Advancing two steps falls between step 3 & 4 of class 1454. Applying the equivalent of two steps (10%), the salary in the promotive class would equal $2,034.

The closest step to the two step (10%) adjustment would place this employee at step 4 $2,069 which is the salary step closest to conforming with this contract provision. Although placement at Step 4 provides an approximate 11.9% increase, it is the step that is closest to an adjustment of two steps or 10%. Step 3 $1,881 would only provide a 6.5% increase, which is not equal to an adjustment of two steps over the salary received in the lower class.

Example 3: Promotive Appointment to a Higher Class - IFPTE, L 21, Article III.C.1(a)

		Biweekly Salary Step				
JOB CLASS	SCHED. NO.	1	2	3	4	5
5234	59.15	1638	1719	1805	1895	1990
5236	61.55	1840	1932	2028	2130	2236

Promotive Class 5236 - Assistant Electrical Engineer / Former Class 5234 - Jr. Electrical Engineer

The existing salary schedule for class 5234, step 5 is $1,990 which is greater than step 2 $1,932 of salary schedule of class 5236. $1,990 step 5 salary falls between Steps 2 & 3 of class 5236. Advancing two steps falls between Steps 4 & 5 of class 5236. Applying the equivalent of two steps (10%), the salary in the promotive class would equal $2,189.

The closest step to the two step (10%) adjustment would place this employee at step 5 $2,236 which is the salary step closest to conforming with this contract provision. Step 4 $2,130 would only provide a 7.0% increase, which is not equal to an adjustment of two steps over the salary received in the lower class.

Example 4: Promotive Appointment to a Higher Class - SEIU L 790 - Section 21.A.1(a)

		Biweekly Salary Step				
JOB CLASS	SCHED. NO.	1	2	3	4	5
1424	51.95	1161	1217	1276	1339	1404
1426	53.85	1270	1333	1398	1467	1539

Promotive Class - 1426 Senior Clerk Typist / Former Class - 1424 Clerk Typist

The existing salary schedule for class 1424, step 3 is $1,276 which is greater than step 1 $1,270 of salary schedule of class 1426. Salary step 3 $1,276 of 1424 falls between Steps 1 & 2 of class 1426. Advancing two steps falls between Steps 3 & 4 of class 1426. Applying the equivalent of two steps (10%) adjustment, the salary in the promotive class would equal $1,404.

The closest step to the two step (10%) adjustment would place this employee at step 3 $1,398 which is the salary step closest to conforming with this contract provision. Step 3 $1,398 would provide a 9.6% increase, which is closest to an adjustment of two steps over the salary received in the lower class.

Example 5: Promotive Appointment to a Higher Class - SEIU L 790 - Section 21.A.1(a)

		Biweekly Salary Step				
JOB CLASS	SCHED. NO.	1	2	3	4	5
8238	58.30	1573	1650	1731	1818	1909
8239	60.90	1782	1871	1965	2063	2166

Promotive Class - 8239 Senior Police Communications Dispatcher / Former Class - 8238 Police Communications Dispatcher

The existing salary schedule for class 8238, step 5 $1,909 which is greater than step 1 $1,782 of salary schedule of class 8239. The existing salary step falls between Steps 2 & 3 of class 8239. Advancing two steps falls between Steps 4 & 5 of class 8239. Applying the equivalent of two steps (10%), the salary in the promotive class would equal $2,100.

The closest step to the two step (10%) adjustment would place this employee at step 4 $2,063. Step 4 $2,063 provides an 8.06% increase, which is closest to an adjustment of two steps (10%) over the salary received in the lower class. Placement at step 5 would provide a 13.5% increase which is not as close to 10% as step 4 and, therefore, does not comply with the provision.

As always, please refer to the applicable Memorandum of Understanding for a detailed explanation and description of the specific provision.

This informational bulletin will be incorporated into the Human Resources Policy and Procedures Manual at the time of the next distribution of additions and revisions.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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30/99

MEMORANDUM

BOX 41 M-2 * A-1 *
PUBLIC LIBRARY - MAIN LIBRARY
GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102

Date: March 30, 1999

To: All Departmental Personnel Officers

From: Linda Marini
Manager, Merit System Services

Re: MSS 4-98/99 - Distribution of Tentative Eligible Lists for Employment Register Examinations

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The Department of Human Resources produces several eligible lists that are the result of departmental selections from examinations utilizing employment registers. These eligible lists are all discrete lists, with names of eligibles that have already accepted employment offers.

Therefore, beginning immediately, the Department of Human Resources will only distribute a single list containing information from the eligible lists that resulted from employment register examinations for a specific posting period. An example of the new list is attached.

For procedural purposes, the individual eligible lists continue to be created and are posted at the Department of Human Resources during the inspection period noted.

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APR 16 1999

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LM:JK

Tentative Eligible Lists
Specific Duration/Rule of the List
Sorted by List ID

Team: DHR-Employment Register Programs **Duration:** 6 months

Post: 03/29/1999 **Inspection Start:** 03/30/1999 **Inspection End:** 04/01/1999

List ID	Class	List Info	Number of Eligibles
30027	1406	CPE-15-L	1
30028	1426	CPE-278-L	6
30029	1444	CPE-35-L	3
40085	1002	CPE-3-L	1
40086	1022	CPE-8-L	3
40087	1024	CPE-8-L	1
40088	1063	CPE-4-L	1

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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San Francisco, CA 94102

MEMORANDUM
DHR No. 17-99

DATE: April 30, 1999

TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

DOCUMENTS DEPT.

MAY 03 1999

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FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: Deadline for Departmental Response on Referrals

As we approach the end of the Fiscal Year, I would like to emphasize the critical need for referrals to be completed and for selections to be made by the end of the thirty (30) day response period allowed for each referral.

The end of this Fiscal Year, June 30, 1999, is especially critical for making permanent appointments for two reasons: 1) many positions are currently being filled by provisional employee; and 2) many of the provisional employees have or will be reaching the maximum three (3) years of temporary service allowed under the provisions of the new City Charter which took effect July 1, 1996.

The Department of Human Resources is available to assist you in resolving issues surrounding the transition of provisional employees into other appointment status and in making permanent appointments to your positions. Please feel free to avail yourself of their services.

Please note that in the event a department does not transition a provisional employee who has reached the three (3) year limit, the department, along with the Department of Human Resources must submit a report to the Board of Supervisors, explaining the department's reason(s) for failing to complete a transition to another appointment status within the required time frame.

I appreciate your continuing cooperation in our joint efforts to accomplish the monumental task of transitioning a large part of our work force off of the provisional status. If you have any questions, please feel free to contact Michele Modena, Deputy Director of Administration, at (415) 557-4815.

Thank you.

ARG/MM/pp
04/26/99

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 18 - 99

BOX 41 M-2 * A-1 *
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100 Larkin Street
San Francisco, CA 94102

Date: April 30, 1999

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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MAY 04 1999
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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990 and Section 1.B 'Placement of New Classifications' of the Service Employees International Union (SEIU), Locals 250, 535 and 790 Memorandum of Understanding, the following new classification is hereby assigned to a bargaining unit as indicated below. This assignment is effective ***May 15, 1999***.

Classification	Unit Assignment	Certified Representative
6218 Inspector of Weights and Measures Trainee	8 – H	United Public Employees, Local 790, SEIU *(EGC:0790)*

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request

- over -

for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Anita Sanchez at 252-3254 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Anita Sanchez, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
Yuchih Lee, Health Service System
chron file

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4/30/99

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

DOCUMENTS DEPT.

MAY 04 1999

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MEMORANDUM
DHR No. 19- 99

Date: April 30, 1999

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - REASSIGNMENTS**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, classifications 3450 Agricultural Inspector and 6220 Inspector of Weights and Measures are hereby reassigned from the Bargaining Unit 4 – B to Bargaining Unit 8 – H. These classifications will continue to be represented by United Public Employees, Local 790, SEIU. The unit reassignments are effective ***May 15, 1999***.

Classification	Unit Assignment	Certified Representative
3450 Agricultural Inspector	8 - H	United Public Employees, Local 790, SEIU (EGC:0790)
6220 Inspector of Weights and Measures	8 - H	" " " "

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the reassignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request

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for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Anita Sanchez at 252-3254 to request the required form if you wish to file a protest regarding the unit reassignments set forth above. If you have questions regarding the reassignments, please contact Janet Rogers at 557-4915.

cc: Kate Favetti, CSC
Anita Sanchez, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
Yuchih Lee, Health Service System
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BU-reassignment

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 20 - 99

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MAY 04 1999

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Date: April 30, 1999

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***April 3, 1999.***

Classification	Unit Assignment	Certified Representative
1380 Special Assistant XXI	M – SA	Municipal Executives' Association (MEA) (EGC:0351)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

(over)

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Anita Sanchez at 252-3254 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Anita Sanchez, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
Yuchih Lee, Health Service System
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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MAY 19 1999

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BOX 41 M-2 * A-1 *
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San Francisco, CA 94102

MEMORANDUM
DHR No. 21-99

DATE: May 10, 1999

TO: Appointing Officers
Departmental Personnel Officers
Personnel and Payroll Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: INSTRUCTIONS FOR THE TRANSITIONING OF CURRENT PROVISIONAL AS-NEEDED AND SHORT-TERM APPOINTMENTS TO TEMPORARY EXEMPT APPOINTMENTS

BACKGROUND

DHR Memorandum # 1-99, issued January 6, 1999, instructed departments that new personnel requisitions for as-needed and short-term positions MUST be issued as temporary exempt personnel requisitions. In addition, the memo stated that no provisional appointments against temporary (T) requisitions would be authorized beyond June 30, 1999. Therefore, departments need to either transition affected provisional appointees to temporary exempt (TE) appointments or separate the employees by June 30,1999. The purpose of this memo is to provide departments with specific instructions regarding transitioning affected provisional employees.

TRANSITION INSTRUCTIONS

Requisitions: All temporary (T) requisitions will expire on June 30, 1999, or earlier. For positions to be continued in the new fiscal year, the department must prepare a temporary exempt (TE) requisition effective July 1, 1999. Departments are encouraged to utilize one requisition for multiple appointments, where possible.

1. Temporary exempt requisitions effective July 1, 1999, for positions with an *as-needed schedule* may be approved for the duration of the fiscal year.
2. Temporary exempt requisitions effective July 1, 1999, *for short-term positions with a regular schedule* may be approved for six months.

Appointments/Processing: Appointment Processing forms must be completed (see below) for every as-needed and short-term appointee to be appointed to a temporary exempt position. New appointment numbers will be issued for the temporary exempt appointments.

Do **not** send appointees through the processing steps. Distribute copies of the Appointment Processing form to the appropriate offices.

For each requisition, the department may submit individual Appointment Processing forms or a "blanket" Appointment Processing form with an attachment listing the employee names for appointments in that class and all the information required on the Appointment Processing form. If a blanket appointment is utilized,

the cover Appointment Processing form should be completed for the following sections: Class Number and Title; Date Issued; Department Control Number; Type of Appointment; Work Schedule; Department Number; and Department Name.

The attached list must include the following information for each employee:

1. Last Name;
2. First Name;
3. Middle Initial;
4. Social Security Number;
5. PIN number [leave a space for DHR to fill in];
6. Date of Birth;
7. DHR Requisition number;
8. Sub-requisition number (slot number);
9. Start Work Date; and,
10. Appointment Number [leave a space for DHR to fill in].

If the department uses an employee list, the employee does not sign an Appointment Processing form. The only record of the employee accepting the temporary exempt appointment is the signed Notice to Exempt Employee. Therefore, it is extremely important to obtain the employee's signature on the Notice to Exempt Employee form. Departments are reminded to update the personnel file and PAR for each employee to show the conversion. Files are subject to audit by DHR staff.

Notice to Exempt Employee. A Notice must be completed for each as-needed or short-term employee transitioning to temporary exempt status on July 1, 1999. **Each employee must sign the form.** Give the original to the employee and place a copy in the employee's personnel folder.

Whenever an exempt appointment is extended beyond the current anticipated last day of employment, you must provide a new Notice to Exempt Appointee to the employee, indicating the expected duration of the extended appointment. In order to outline the conditions of employment in advance, it is critical that each employee receive a copy of the form. For those appointees who are transitioning to temporary exempt status from provisional status, the conditions of their employment have changed, and it is the department's responsibility to notify the employees by using the Notice to Exempt Employee.

Departments may also want to provide affected employees with a copy of DHR Memorandum No. 1-99.

Separations: Every as-needed and short-term appointee MUST be separated from their provisional appointment by June 30, 1999.

If an employee is NOT being transitioned to temporary exempt status, an individual Separation Report must be completed for each separating employee. The employee is to be separated under the provisions of Civil Service Commission Rule 14.9 – Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment.

For those employees transitioning from provisional to temporary exempt status, the department may submit either individual Separation Report forms or a "blanket" Separation Report form for each requisition, with an attachment listing the employee names and all the information required on the separation report form. If a blanket Separation is utilized, the cover Separation Report should be completed for the following sections: Class Number and Title; Date Issued; Date Effective; Type of Appointment; Work Schedule; Department Number; and Department Name.

The attached list must include the following information for each employee:

1. Last Name;
2. First Name;
3. Middle Initial;
4. Social Security Number;
5. PIN number [leave a space for DHR to fill in];
6. Date of Birth;
7. DHR Requisition number;
8. Sub-requisition number (slot number);
9. Effective Date; Separation Type [enter LL for all]; and,
10. Separation Number [leave a space for DHR to fill in].

If there are questions regarding this memorandum, please call either Pat Pon at 557-4816, or Vernon Nulph at 557-4849. Thank you for your cooperation.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM

BOX 41 M-2 * A-1 *
PUBLIC LIBRARY - MAIN LIBRARY
GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102

Date: June 3, 1999

To: Departmental Personnel Officers
Personnel Liaisons
Payroll and Personnel Clerks

From: Michele Modena
Deputy Director

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JUN 08 1999
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Subject: Family and Medical Leave Act: Revisited and Round Table Discussions

The Department of Human Resources (DHR) invites you to participate in Round Table discussions regarding the current Family and Medical Leave Act (FMLA) program implemented in the City during October 1998.

We have received a number of comments and questions on the program and are revisiting the current policy and procedure for rewrites and changes. In this effort, we welcome your contributions. Therefore, please bring your ideas to one of these meetings and we'll note them down for our reference.

For those Payroll and Personnel staff who may not be able to attend, please share your ideas with the individual from your department who will be attending and be able to represent you.

Meeting Date(s): *(choose one)*	**Friday, June 25, 1999, OR Wednesday, June 30, 1999**
Time:	**10:00 a.m.**
Location:	**Born Auditorium Department of Human Services 170 Otis Street**

Please arrive a few minutes early to sign-in. Thank you.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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6/4/99

MEMORANDUM
DHR No. 22-99

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JUN 10 1999

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DATE: June 4, 1999

TO: Appointing Officers, Departmental Personnel Officers, and Personnel and Payroll Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Fingerprinting of Employees - Change in Location from Sheriff to DHR and New Appointment Scheduling Requirements**

Effective June 14, 1999, the Department of Human Resources will begin fingerprinting employees/applicants at 44 Gough Street, by appointment only. As you may be aware, DHR recently installed LIVESCAN, an electronic fingerprinting machine. DHR hopes that LIVESCAN will mean quicker turnaround time to Departments on criminal history reports. During our start up phase, appointments for fingerprinting will be available from 10:00 a.m. to 12:00 noon, and 2:00 p.m. to 4:00 p.m. each day. This schedule is subject to change based upon Departmental needs. In addition, should a Department make mass appointments (more than 25), please contact Vernon Nulph to make arrangements for fingerprinting.

TRANSITION PERIOD:

Fingerprinting of employees/applicants at the Sheriff's Office on Thursday and Friday mornings will continue to be available through June 30, 1999. After June 30, 1999, the Sheriff's office will no longer fingerprint employees/applicants. **Do not send employees/applicants to the Sheriff after June 30, 1999.**

APPOINTMENT SCHEDULING:

A. *HOW TO MAKE AN APPOINTMENT*: The Departmental Personnel Office or his/her representative must make the fingerprint appointment for the employee/applicant. *Please let DHR know who will be making the appointments in order to avoid confusion.*

To make an appointment for an employee/applicant, e-mail a "Request for Fingerprint Appointment" to the e-mail address "FINGERPRINT, APPTS". Please include the following information in your request: the individual's name, class, and Appointment Status. There will be 12 slots a day available for fingerprinting (6 morning and 6 afternoon). You will receive a return e-mail within 24 hours with the appointment times. The employees/applicants should report to the lobby counter at 44 Gough Street with their Appointment Processing Form for their appointment.

B. *ONLY BY APPOINTMENT:* In order to facilitate the appointment process, this processing step may be taken out of sequence as the steps appear on the Appointment Processing Form. Please note, however, that in order to assure that department's fingerprinting needs are met, employees/applicants should NOT to be sent to DHR without an appointment. Employees/applicants appearing without an appointment will not be fingerprinted and will be referred back to the department.

POLICY: Departments are reminded that Board of Supervisor's Resolution No. 508-80 (attached) requires that criminal history information be considered to determine an individual's qualifications for initial employment with the City, or reemployment after separation.

Questions regarding fingerprinting may be directed to Vernon Nulph at 557-4849. Thank you for your cooperation.

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City and County of San Francisco **Department of Human Resources**

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 23 - 99

BOX 41 M-2 * A-1 *
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Date: May 14, 1999

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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MAY 19 1999
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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - CLASS CONSOLIDATION**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignments are hereby determined as indicated below. These new classifications are a result of class consolidations. Therefore, the new classes will be represented by the same employee organization which represented the abolished classes.

Classification	Unit Assignment	Certified Representative
3210 Swimming Instructor/ Pool Lifeguard	2 – B	United Public Employees, Local 790, SEIU ***Effective April 7, 1999*** (EGC:0790)
5201 Junior Engineer	8 – M	International Federation of Professional and Technical Engineers, Local 21 ***Effective May 7, 1999*** (EGC:0021)

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignment. If you have questions regarding this action, please contact Janet Rogers, Senior Personnel Analyst, at 557-4915.

cc: Kate Favetti, CSC
Anita Sanchez, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
Yuchih Lee, Health Service System

BU-consolidation

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DHR No. 24-99

BOX 41 M-2 * A-1 *
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100 Larkin Street
San Francisco, CA 94102

Date: May 24, 1999

To: Department Heads
Departmental Personnel Officers

From: Andrea R. Gourdine
Human Resources Director

SUBJECT: NOTICE CONCERNING TERMS AND CONDITIONS OF EMPLOYMENT

The Mayor has directed me to remind City managers and employees that all terms and conditions of City employment, including salary and benefits, are set forth in the terms of Memoranda of Understanding (MOU) or City Ordinances.

No City employee has the authority to promise applicants or employees any benefit that exceeds the terms of an applicable MOU, the Charter, the Administrative Code, or the Civil Service rules. This would include promises about hiring, starting salary step, vacations, promotional advancement, civil service status or health insurance coverage.

Managers and employees will be subject to discipline, up to and including termination, if they are found to have made unauthorized promises to applicants or employees.

Although the City is not legally bound by any employment-related promise made by managers or other employees, such statements undermine management credibility and damage our relationship with employees and their Union representatives. They may also expose the individual who exceeds his/her authority in making the promise to personal liability.

Please make sure that you and the employees you supervise either refer to the proper sources before discussing the terms and conditions of employment, or refer an applicant/employee question to an individual in your department knowledgeable about the terms and conditions that apply to that position.

If questions cannot be resolved within your department, please contact the Department of Human Resources Employee Relations Division at 557-4990.

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MAY 25 1999

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 24-99

BOX 41 M-2 * A-1 *
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San Francisco, CA 94102

Date: June 4, 1999

To: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

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JUN 08 1999

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From: Andrea R. Gourdine
Human Resources Director

Subject: **Automated Requisition Process-Effective July 12, 1999**

In a continuing effort to improve our efficiency and effectiveness, the Department of Human Resources (DHR) is pleased to announce the implementation of an automated requisition submittal, tracking, and authorization process. For me, this is the culmination of a 30–year dream. It is now possible because of the dedication and talent of DHR's Information Services Division staff led by Ray Wong, Deputy Director.

As you may know, last fall DHR purchased PeopleSoft software, a human resources management information system. DHR's Information Services Division utilized the PeopleSoft's workflow feature to build an automated requisition application. This new process completely eliminates the need for paper requisition forms, manual review, and notification.

This automated job requisition submittal and review workflow application represents a significant technological advance for City human resources business practices. Workflow management uses decision rules, access by role definition and security profile, controlled routing of documents to specific work groups, and notification of actions by e-mail, etc. Thus, the majority of requisitions will automatically be approved if they meet certain system-contained criteria, i.e. listed in the ASO, funds available, etc. Departments will have the ability to determine whether or not a requisition has been approved; if not, whether DHR, Mayor, and/or Controller is holding the requisition and by reviewing the "note section" determine why it is being held. The Departments will receive an automated notification of approval generated by the system.

This new process will be introduced in phases. It is our plan to have the sponsoring Departments-Airport, Public Transportation, and Public Utilities Commission on-line by July 12, 1999. Other City Departments will be phased into the program, as their departmental staffs go through training. We will keep you advised of scheduling, although we anticipate that all Departments should be trained and on the system by December 1999. The Information Services Division will shortly schedule meetings with user Department's IS Managers to discuss workstation configurations and other requirements for PeopleSoft connectivity.

I also want to inform you of the status of the PeopleSoft project in general. We have achieved major technological upgrades to our system infrastructure and purchased new computers with sufficient capacity to operate the software. We are currently in the process of a fit/gap analysis, whereby key departmental users help us determine when the software does or does not match current business practices. Our goal remains to adjust procedures to the best business practices contained in the software where feasible, rather than modifying the software. Product modifications make updating to new versions complex and inordinately costly over time. This summer, DHR, the Mayor's Budget Office, and the Controller's Office will be testing core personnel data. This fall, we again anticipate implementation of the core system to our sponsoring Departments, Airport, Public Transportation, and Public Utilities Commission. As soon as practical thereafter, the remaining City Departments will be phased into the information system.

As a reminder, if you are contacted to be a subject-matter expert it is important that you make yourself available. The fit/gap analysis sessions are not intended to be "note taking and reporting to the supervisor" meetings. They will be the only opportunity for subject-matter experts to provide input as to the "fits/gaps" between the City's HR business practices and the PeopleSoft system. To the extent that individuals contacted by DHR assign subordinates or others to attend in their stead, the input provided by their subordinate is final.

cc: Honorable Willie L. Brown, Jr., Mayor
Honorable Members of the Board of Supervisors
Honorable Members of the Civil Service Commission

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DHR No. 25-99

DOCUMENTS DEPT.

JUN 10 1999

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Date: June 7, 1999

To: Appointing Officers
Personnel Officers
Decentralized Personnel Units

From: Andrea R. Gourdine
Human Resources Director

Subject: Important Merit System Improvements

Since the last general classification survey was completed in 1962, the personnel system has been unable to devise a methodology to regularly maintain the City's classification plan by updating job code (class) specifications. This is an important activity. In merit systems, job code specifications are used as reference points for a variety of critical tasks, i.e., position evaluating, salary setting, career planning, training, internal and external job comparisons, etc. Although regular civil service exam announcements are updated upon issuance, in most instances the class specification remains unchanged.

After thirty-seven years, I am pleased to announce that organizational, policy, and procedural changes are now in place to allow the Department of Human Resources (DHR) to regularly maintain the classification plan. Effective immediately, job code specifications will be amended and posted upon the issuance of regular examination announcements. The contents of job code specifications will be consistent with the job duties, activities, knowledge, skills, and abilities contained in the job analysis. They will also include the minimum qualifications and related notes from the examination announcement. Job code specifications will be updated at least every five years in the event no exam announcement has been issued. Ultimately, all class specifications will be located on DHR's web site and linked to the compensation manual already located there.

Finally, after more than twenty years, the examination manual has been completely restructured and updated. The new format facilitates revisions and enables exam practitioners to follow uniform procedures. It will be distributed under separate cover as soon as the printing process has been completed.

cc: Honorable Willie L. Brown, Jr., Mayor
Honorable Members of the Board of Supervisors
Honorable Members of the Civil Service Commission

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 26 - 99

BOX 41 M-2 * A-1 *
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Date: June 11, 1999

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

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JUN 18 1999
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Re: **BARGAINING UNIT ASSIGNMENT - SUCCESSOR CLASS**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990 and the successor class assignment provision contained in the Municipal Executives' Association (MEA) Memorandum of Understanding (Article 1.A.), the following new classification is hereby assigned to a bargaining unit represented by MEA. This successor assignment is effective ***May 21, 1999***.

Classification	Unit Assignment	Certified Representative
5125 Bureau Manager	M	Municipal Executives' Association (MEA) *(EGC:0351)*

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request

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for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Anita Sanchez at 252-3254 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

cc: Kate Favetti, CSC
Anita Sanchez, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
Yuchih Lee, Health Service System
chron file

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 27 - 99

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Date: June 11, 1999

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***June 19, 1999.***

Classification	Unit Assignment	Certified Representative
9150 Train Controller	11 - Y	Transport Workers Union, Local 200 *(EGC:0200)*

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

(over)

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Anita Sanchez at 252-3254 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Anita Sanchez, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
Yuchih Lee, Health Service System
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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 28 - 99

BOX 41 M-2 * A-1 *
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Date: June 25, 1999

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***June 26, 1999.***

Classification	Unit Assignment	Certified Representative
1113 Deputy Director, Retirement System	EM	Municipal Executives' Assoc. (MEA) (EGC:0351)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

(over)

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Anita Sanchez at 252-3254 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Anita Sanchez, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
Yuchih Lee, Health Service System
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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 29 - 99

Date: June 25, 1999

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENTS - SUCCESSSOR CLASSES**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990 and the successor class assignment provision contained in the Municipal Executives' Association (MEA) Memorandum of Understanding (Article 1.A.), the following new and amended classifications are hereby assigned to a bargaining unit represented by MEA. The successor assignments are effective ***June 1, 1999***.

Classification	Unit Assignment	Certified Representative
5138 Program Manager I	M	Municipal Executives' Assoc. (MEA) (EGC:0351)
5133 Program Manager II	M	" " "

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

(over)

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Anita Sanchez at 252-3254 to request the required form if you wish to file a protest regarding the unit assignments set forth above. If you have questions regarding the assignments, please contact Janet Rogers at 557-4915.

cc: Kate Favetti, CSC
Anita Sanchez, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
Yuchih Lee, Health Service System
chron file

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 30-99

DOCUMENTS DEPT.
JUL 07 1999
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DATE: June 28, 1999

TO: Appointing Officers
Departmental Personnel Officers
Personnel and Payroll Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: CHANGE IN POLICY CONCERNING REASSIGNMENT OF EMPLOYEES ON LEAVE TO ACCEPT ANOTHER APPOINTMENT FROM THE PRIOR PERSONNEL REQUISITION TO A NEW PERSONNEL REQUISITION

Current reassignment policy allows the reassignment of employees on leave of absence to accept exempt or temporary appointment in another job code (classification) to a new personnel requisition.

Effective immediately, reassignment of an employee to a new personnel requisition will ONLY be possible for the CURRENT ACTIVE appointment. Example: a permanent (PCS) employee in job code 1424 Clerk Typist who is on leave to a provisional (PV) or exempt (TE/PE) appointment to job code 1426 Senior Clerk Typist may be reassigned to a new personnel requisition as a 1426 but NOT as a 1424. The 1426 appointment is the current active appointment. The 1424 appointment is not the active appointment; the employee is on leave (TL) from that appointment.

This policy is being changed as part of the preparations and planning for the implementation of the PeopleSoft Human Resource Management System (HRMS). It has previously been determined that when there is an absence of a good fit between existing business practices or policy and the functionality of HRMS, the business practice will be changed, if possible, rather than customize the delivered system. Based upon the way HRMS processes personnel actions, reassignments are only able to be processed for active appointments. Please note that an employee on leave for other purposes such as extended sick leave, educational leave or military leave may be reassigned because the employee does not hold another appointment. In such cases, the appointment the employee is on leave from is the current active appointment.

For questions on this policy, contact Pat Pon at 557-4816.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 31-99

BOX 41 M-2 * A-1 *
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100 Larkin Street
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Date: June 30, 1999

To: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks
HRMS Requisition Contacts

From: Andrea R. Gourdine
Human Resources Director

Subject: Instructions for Automated Requisition Processing-Effective July 12, 1999

I am pleased to distribute the details for implementing the automated requisition process as I announced in my June 4th memorandum, DHR No. 24-99. As I indicated in my earlier memo, this new process will be introduced in phases. The attached document explains the actions and activities during this initial phase of rollout.

Staff at DHR will perform the data entry of requisitions for departments until each department has on-line access to the HRMS and has been trained on use. Your cooperation in following the instructions and details will assure a smooth transition to the automated process.

I look forward to the July 12th implementation and know that as we accustom ourselves to the new procedures we are taking an important step in moving the City and County of San Francisco forward in human resources administration.

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The Department of Human Resources

Human Resource Management System (HRMS)

Automated Requisition Processing

Effective July 12, 1999

An Introduction for Departmental Users

Issued by DHR PeopleSoft Functional Team
June 30, 1999

Introduction

Effective July 12, 1999 the Department of Human Resources will begin using its new Human Resources Management System (HRMS) to automate the Personnel Requisition process. In the fall of 1998, DHR purchased the PeopleSoft human resources management system. DHR's Information Services Division utilized the PeopleSoft's workflow feature to build an automated requisition application. This new process will eliminate the need for manual requisition review, and notification. The elimination of paper requisition forms will be phased in with departments going on-line with the HRMS.

The purpose of this document is to provide you, the departmental contact on requisition items, with an overview of the process and timeline for the electronic processing of requisitions, and specific procedures that you will need to follow in order to have your requisitions processed.

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Section 1. Overview of Phase I of the PeopleSoft Implementation: Automated Requisition Processing

The application of an automated job requisition submittal and review workflow process represents a significant technological advance for City human resources business practices. Workflow management uses decision rules, access by role definition and security profile, controlled routing of documents to specific work groups, and notification of actions by e-mail, etc. Thus, the majority of requisitions will automatically be approved if they meet certain system-contained criteria, i.e., listed in the ASO, funds available, etc. Departments will have the ability to determine whether or not a requisition has been approved; if not, whether DHR, Mayor, and/or Controller is holding the requisition and by reviewing the "note section" determine why it is being held. All departments will receive an automated notification (e-mail) upon approval, generated by the system.

The Mayor's Office, Controller's Office and DHR will be the initial on-line users. In addition to review and approval or rejection of requisitions for all city departments through automated workflow, they will be able to enter their own department personnel requisitions directly into the HRMS.

Departments who are sponsors of the project with DHR will be the next group to have on-line capability. This group includes the Aiport, PUC, Public Transportation and Retirement. They will be trained and able to enter requisitions into the HRMS. Other city departments will be brought on-line to the HRMS based on a combination of factors, such as available technical resources, size of department and volume of requisition transactions.

Section 2. Timeline for Steps in Automated Requisition Processing

June 23 – July 12	Training for Mayor's, Controller's and DHR's staff who will be either performing data entry of the requisitions into HRMS or electronically reviewing and approving requisitions through the HRMS workflow process.
June 24	Begin sessions on the system technical requirements. Departmental information systems staff will be invited by DHR to a briefing.
July 12	All departments' requisitions are entered into the HRMS by DHR. Mayor, Controller and DHR are on-line for data entry and automated review process.
July 12	Begin training for sponsor departments to perform requisition data entry and review status of requisitions in HRMS. The Airport, Public Utilities Commission, Dept. of Public Transportation and Retirement will begin to receive training at this time.

Section 3. Departmental Procedures – Effective July 12, 1999

Initial Preparation and Submittal of Requisition Forms by your Department: Until your department is trained and has on-line access to the HRMS system at your location, requisitions are to be completed on the existing RQ (DHR6-60) form. You will continue to use either a word processing template of the form or the original five part carbon form. Completion of the forms follows existing procedures with the exceptions noted in Section 4 below. Use the HRPPM (Human Resources Policy and Procedures Manual) instructions in the requisition section to complete the form or template.

Requisition forms must be signed by a departmental staff person who has authorization on file at DHR to sign requisitions. If you need to file or update Signature Authorization cards, contact Stephanie Chan at 557-4829. Requisitions signed by an unauthorized person will be returned to the department.

The completed and signed form, all copies, is to be delivered or sent to DHR-Requisition Desk. No copies should be delivered to the Mayor's Budget Office or the Controller. "Walking requisitions through" is not possible in the HRMS.

Requisitions that are missing necessary information will be delayed in processing since DHR staff must contact your department to obtain the information. Be sure to provide complete information. Some common mistakes are: not checking a work schedule or shift, or checking 'other' without providing the details; not providing the Charter Exemption Section for exempt type requisitions; not providing the complete name and SSN of the individual to be reassigned or transferred to a requisition; not completing the 'Date to Report" field.

Preparation of Requisitions after you have HRMS: When your department has access to on-line HRMS and the appropriate departmental staff have been trained, you will directly enter requisitions into the HRMS and no longer have paper forms to complete for the approval process.

Notification of Approval or Rejection of Requisitions: Your department has identified individuals who are to be notified by e-mail when a requisition has been approved or rejected. The e-mail notice will include the Dept. Req. # and the DHR Req. #. The status of the requisition will be indicated as either: Approved as Submitted, Approved as Modified, or Rejected.

In the initial stages a copy of the paper requisition form which you originally submitted will be returned to you. You should match this copy with the e-mail notification.

Status of Requisitions: The HRMS will indicate the status of a requisition as it is being automatically processed. The following are the types of status:

Requisition Status in HRMS	Explanation
Open	Requisition has been approved by required reviewers. The department will receive an e-mail notification that the requisition has been approved. Requisition is open to be filled by appointment, reassignment, or transfer.
Pending	Requisition has been submitted and entered into HRMS. It is pending approval by the reviewing departments (Mayor, Controller, DHR). HRMS Requisition Status panel will indicate which reviewer(s) approval is required/pending.
Rejected	Requisition has been disapproved by one of the reviewers. An e-mail notice will be sent to the department indicating which reviewer has rejected the requisition.
Filled	An appointment has been made to fill a previously open requisition. For requisitions with multiple headcounts, the number of appointments must equal the headcount to change the status to Filled.
Draft	For departments with on-line access a requisition may be prepared and saved in draft status pending submittal by a authorized departmental staff person.

Who to Contact: In the event that you cannot locate your requisition in HRMS, the Requisition Desk, at 557-4831, will be able to answer most of your questions regarding the status of your submitted requisitions. If you receive e-mail notice that your requisition has been rejected, contact the reviewer office that is noted as rejecting the requisition: (i.e., if it is rejected by the Controller, call your fund accountant; if by the Mayor's Office, call your budget analyst; if by DHR, call your MSS analyst.)

Questions about completing the Requisition form or HRMS panels: Your DHR/MSS analyst can answer most of your questions about how to properly complete the fields on the requisition. If you do not know your analyst's name or phone number, call Karen Heard at 557-4923.

Section 4. Changes in Completing Requisitions

Departmental Requisition Numbers: The HRMS is coded so that the prefix on your departmental requisition number automatically fills in the requisition type and it also requires at least a four digit number after the prefix. The following examples illustrate the prefixes:

P1234	Permanent	TE7890	Temporary Exempt
DP2345	Declared Permanent	T00111	Temporary
PE00245	Permanent Exempt		

There is a total of nine spaces for the prefix and department number of the requisition. If your prefix is one character (P or T) you will have eight numbers available. If your prefix is two characters (DP, PE, TE) you will have seven numbers available.

No End Dates for DP (Declared Permanent) Requisition Types: Effective July 12, 1999 no end dates will be entered for DP-type requisitions. It continues to be the department's responsibility to monitor available funds to determine the need to cancel a requisition.

No Reassignment of Permanent Employees on Leave to Another Requisition in the Inactive Jobcode: Do not submit requisitions for the reassignment of a PCS employee in the jobcode (class) from which the employee is on leave (inactive jobcode). See DHR Memorandum 30-99 on this item.

Using Codes for Special Conditions: All requested special conditions must have a code in the HRMS prior to being entered on a requisition. Appended to this document is a listing of all the codes for previously approved special conditions. Please identify the code using the Special Conditions Category and the Code within that category and enter this code on your requisition form.

Call your MSS analyst for assistance if you cannot find the code for a special condition that you know has been approved in the past, or if you require a special condition that is not on the list. Requisitions submitted with a special condition that do not indicate a code will be delayed in data entry or returned to the department.

Required Attachments: Attach supporting documentation required for approval to the requisition. This includes forms such as Organization Charts, Express Classification Form, Special Condition or Language Requirement Justification or the Mayor's Budget Justification.

Departments with on-line HRMS will be able to directly enter required text information on to a notepad panel of the on-line requisition, eliminating the need for paper forms. At this time, organization charts will have to be sent to the appropriate MSS reviewer.

DHR Requisition Number: The DHR Requisition number is no longer considered an approval number. The HRMS generates a system number (DHR Req. #) at the time a requisition is data entered and saved in the system. All requisitions entered and saved in HRMS, whether approved, pending, draft or rejected, will have a DHR Requisition Number. HRMS tracks by this system number because it is a relational database. **Therefore, a DHR Requisition Number will no longer mean that a requisition has been approved. Your e-mail notification will indicate approval or rejection.**

Section 5. FAQs (Frequently Asked Questions) and Answers

When will my department be on-line for HRMS?

DHR Information Services Division technical staff will contact your department's IS staff regarding meetings scheduled to discuss the technical requirements for your department to go on-line with HRMS. The order of departments to be brought on-line to the HRMS will be based on a combination of factors, such as available technical resources, size of department and volume of requisition transactions. It is anticipated that a third group of departments, following the sponsor departments, will be on-line by September, and that most departments with the technical resources will be on-line by January 2000.

Can I throw away the five-part Requisition Forms on July 12th?

No. Until your department is trained and has access to on-line HRMS you will need to submit all copies of the requisition information on the Personnel Requisition Form (6-60) or a word processing template facsimile of the form (2 copies). When your department is on-line, you may return remaining copies of the forms to DHR for distribution to other departments.

How will I get training to use the HRMS requisition process?

The users in your department who have been identified as Requisition Contacts, who draft and/or submit requisitions, will be trained on data entry in the HRMS. The scheduling of this training will be done by DHR staff to coincide with the schedule of the technical installation of HRMS in your department.

Who will be receiving the e-mail notifications in my department?

Your department has identified the users to whom e-mail notification will be sent. Changes in notification or e-mail addresses should be sent to Cheryl Chin, DHR-IS at 44 Gough Street, or by e-mail to Cheryl_Chin@ci.sf.ca.us

What should we do before July 12th? On July 12th?

Prior to July 12 make sure copies of these instructions are in the hands of all staff in your department who prepare or sign requisitions. Review your current requisition preparation process to ensure that your requisitions are submitted in a complete manner, make changes to your process as required and in accordance with the changes in Section 4 of this document.

On July 12 begin to submit all copies of requisitions directly to the DHR- Requisition Desk at 44 Gough Street, or through inter-office mail to Department 33. When you receive an e-mail notification of the approval or rejection of a requisition consider it as an official part of your requisition recording process.

How will I know the status of a requisition if I'm not on-line?

Call the DHR Requisition Desk, staffed by Joyce Phipps (JP), at 557-4831 or CC: Mail to Phipps, Joyce, internet Joyce_Phipps@ci.sf.ca.us. See Section 3 above for details on types of requisition status.

What happens if DHR needs more information from me? How do I submit the additional information?

If your requisition is missing information that is required in order for the requisition to be entered into the HRMS, you will be called by a MSS team member. Provide the required information so that your requisition will be entered into HRMS. If the information is not received in the time and manner requested, the requisition may be returned to your department.

If your DHR MSS analyst or EEO staff member cannot approve your requisition until additional information has been communicated, that DHR staff person will contact you in the usual manner. Departments that are on-line will be able to view the requisition notepad on which the DHR staff will make a "hold" notation.

How long will it take to receive an approval for my requisition from this process?

It is expected that once all the parties have become adept at using HRMS, the approval of routine requisitions will be within a 24 hour period.

HRMS electronically processes requisitions in several ways that will noticeably speed the approval of typical requisitions: 1) there are business rules built into the system that will automatically approve the requisitions which meet standard criteria, 2) the required approvers will automatically receive your requisition on a worklist at the time it is submitted if it requires review, 3) your department will receive an e-mail notification of approval at the time all required reviewers have entered their approval of your requisition.

Note that non-typical requisitions may still require an exchange of information between your department and the various reviewers, extending the approval process time.

Do we still use the Requisition Modification Form?

Until notified otherwise, continue to complete the paper Requisition Modification Form. Submit all copies to the DHR Requisition Desk, 44 Gough Street.

How do I make changes/corrections to the requisition once it has been entered into HRMS?

It is important that your requisitions are correct and complete at the time that you submit the paper copy to DHR, or, if you are on-line at the time you submit the requisition in HRMS. There is very limited review time in the electronic workflow and approval once a requisition is in HRMS. Also there are limitations as to what can be changed once a requisition is in HRMS.

If you have submitted a paper requisition for data entry by DHR staff and need to correct or change something, e-mail Joyce Phipps through CC:Mail or internet (Joyce_Phipps@ci.sf.ca.us), or call 557-4831 to determine the status of your requisition. For changes related to funding, JP can tell you whether the Contoller's Office has reviewed your requisition and you may call your fund accountant regarding the change if it has not yet been reviewed. For other types of changes, JP can tell you whether DHR/MSS analyst review is required and whether it has been reviewed, you may contact your MSS analyst regarding changes. There are some fields on the requisition that are not subject to change once it has been submitted, for changes in these areas, or for requisitions that are "open" (approved) you will have to submit a Requisition Modification to **cancel** the requisition.

When we are on-line how do we sign the requisition?

Departments that are on-line will identify users who can prepare and save drafts of requisitions in HRMS. Departments will also identify users who can submit, that is electronically "sign" the requisition by logging onto the HRMS and changing the department action to "submit". Such users must have valid Signature Authorization Forms on file at DHR permitting them to sign requisitions. The name(s) of the department user(s) who drafts and who submits the requisitions will be on the requisition data panel in HRMS.

When and how do I contact the DHR Functional Team ?

Most of your questions related to requisitions should be directed to the staff as directed in the above sections. If you have questions about the DHR PeopleSoft Project call Josie Racelis at 557-4841 and she will direct your call. Questions from your departmental Information Systems staff on technical requirements, hardware or network requirements should be directed to Larry Garcia at 557-4913 or Larry_Garcia@ci.sf.ca.us.

PeopleSoft Special Conditions that have been previously approved

SpecCond Category	Special Condition Code	Description
Degrees		
Degree	CTABOHN	ABOHN Board Cert.
Degree	CTAHR	AHERA Cert.
Degree	CTAHRAB6	AHERA Asbestos BI/Sup 6 mos
Degree	CTAHRBI	AHERA Build Insp/ContractorSup
Degree	CTAWS	AWS welding cert
Degree	CTAWSI	AWS welding inspect. cert
Degree	CTCORTEC	Corrosion Technician Cert
Degree	CTDIVING	Diving certificate
Degree	CTELECI	Elect Inspector IAEI ICBO cert
Degree	CTEPINSP	Electrical/Plumbing Inspection
Degree	CTIHYG	Industrial Hygienist cert
Degree	CTMECHI	Mech. Insp. ICBO cert
Degree	CTOSHPD	St. wide health plan. & devel.
Degree	CTPLUMI	Plumbing Insp. IAPMO cert
Degree	CTSFTYP	Certified Safety Professional
Degree	CTSMOG	CA smog testing cert
Degree	CTWRB3	State H2O Res. Brd. Grd/Cert 3
Degree	MAMW	Master's Degree Midwife
Degree	MAPSY	Master's Degree, Psychiatry
Degree	MBA	Master of Business Admin
Degree	PHCTCNA	Certified Nursing Assistant
Degree	PHCTCS	Central Service Certification
Degree	PHCTNP	Fmly/Ger/Adlt Nurse Practition
Degree	PHCTPT	CA Pharmacy Tech Cert
Degree	PHCTV	Venipuncture Cert
Degree	PHD	Doctor of Philosophy
Degree	PHE	Doctor of Engineering
Degree	PHS	Doctor of Science
Degree	PHSPMSW	Masters in Social Work

PeopleSoft Special Conditions that have been previously approved

SpecCond Category	Special Condition Code	Description
License or Certification		
License or Certification	ARCH	Architect
License or Certification	CDLA	CA Driver's License A
License or Certification	CDLA 6	CA Driver's License A, 6 mos
License or Certification	CDLAB	CA Driver's License A or B
License or Certification	CDLABTPX	CA Driver's Lic. A or B, TPX
License or Certification	CDLATPX	CA Driver's License A, TPX
License or Certification	CDLATPX6	CA Driver's Lic. A/B, TPX 6mos
License or Certification	CDLB	CA Driver's License B
License or Certification	CDLB3	CA Driver's License B, 3mos
License or Certification	CDLB6	CA Driver's License B, 6 mos
License or Certification	CDLBC	CA Driver's License B or C
License or Certification	CDLC	CA Driver's License C *
License or Certification	CDLCB	CA Driver's License C or B
License or Certification	CPA	Certified Public Accountant-CA
License or Certification	ENGELEC	Electrical Engineer License
License or Certification	ENGSTR	Structural Engineer License
License or Certification	FCC12	FCC Class 1 or 2 License
License or Certification	PHLCSW	Licensed Clinical Soc. Wkr.

* CDLC is the basic driver's license

PeopleSoft Special Conditions that have been previously approved

SpecCond Category	Special Condition Code	Description
Language		
Language	AF	Afrikaans
Language	AM	Amharic
Language	AR	Arabic
Language	ASL	American Sign Language
Language	BH	Bahasa (Indonesian)
Language	BO	Bengali
Language	BU	Burmese
Language	CA	Cambodian
Language	CC	Chinese (Cantonese)
Language	CH	Chinese (Other)
Language	CM	Chinese (Mandarin)
Language	CS	Chinese (Shanghai)
Language	CZ	Czech
Language	DA	Danish
Language	DU	Dutch
Language	EN	English
Language	FA	Farsi (Persian)
Language	FL	Flemish
Language	FR	French
Language	FS	Finish
Language	GE	German
Language	GR	Greek
Language	HE	Hebrew
Language	HI	Hindi
Language	HU	Hungarian
Language	IA	Indian (Kannada)
Language	IH	Indian (Hindi)
Language	IK	Indian (Konkani)
Language	IN	Indian
Language	IT	Italian
Language	JA	Japanese
Language	KI	Kiswahili
Language	KO	Korean
Language	LA	Latvian
Language	LI	Lithuanian
Language	LO	Laotian
Language	LT	Latin
Language	MAL	Malay
Language	NO	Norwegian
Language	PH	Polish
Language	PO	Portuguese
Language	RO	Rumanian
Language	RU	Russian
Language	SI	Swahili
Language	SP	Spanish
Language	SR	Serbo-Croatian
Language	SW	Swedish
Language	TA	Tagalog (Philippines)

SpecCond Category	Special Condition Code	Description
Language	TE	Telugu
Language	TH	Thai
Language	TI	Tamil (India)
Language	TM	Tamil (Ceylon)
Language	TU	Turkish
Language	TW	Twi (Ghana)
Language	UK	Ukrainian
Language	UR	Urdu (Pakistan)
Language	VI	Vietnamese
Language	WE	Welsh

PeopleSoft Special Conditions that have been previously approved

SpecCond Category	Special Condition Code	Description
Other Conditions includes Specialties and Experience requirements.		
Note: Within this category Special Condition Codes that are unique to Public Health begin with PH		
Other Conditions (NVQ)	CAR	Ability to furnish own car
Other Conditions (NVQ)	CRTWTII	Wtr Trtment Cert Grade II
Other Conditions (NVQ)	CRTWTIII	Wtr Trtment Cert Grade III
Other Conditions (NVQ)	CRTWTIV	Wtr Trtment Cert Grade IV
Other Conditions (NVQ)	CRTWTV	Wtr Trtment Cert Grade V
Other Conditions (NVQ)	CRTWWI	WsteWtr Trtment Cert Grade I
Other Conditions (NVQ)	CRTWWII	WsteWtr Trtment Cert Grade II
Other Conditions (NVQ)	CRTWWIII	WsteWtr Trtment Cert Grade III
Other Conditions (NVQ)	DEPSM	Deputized in San Mateo
Experience requirement codes begin with EX		
Other Conditions (NVQ)	EXAAH12	Asbestos Abate Hygenist 12 mos
Other Conditions (NVQ)	EXBLR	High Pressure SteamBlr
Other Conditions (NVQ)	EXBLR24	High Pressure SteamBlr 24 mos
Other Conditions (NVQ)	EXBM12	Benefits Management 12 mos
Other Conditions (NVQ)	EXBP12	Bldg. Permit Processing 12 mos
Other Conditions (NVQ)	EXCAD	Autocad exp
Other Conditions (NVQ)	EXCAD12	Autocad exp 12 mos
Other Conditions (NVQ)	EXCAD6	Autocad exp 6 mos
Other Conditions (NVQ)	EXCM12	County Subdiv Map ex 12 mos
Other Conditions (NVQ)	EXDP12	Desktop Publishing ex 12 mos
Other Conditions (NVQ)	EXDP24	Desktop Publishing ex 24 mos
Other Conditions (NVQ)	EXEDP	EDP exp
Other Conditions (NVQ)	EXENH12	Hydrologic Eng ex 12 mos
Other Conditions (NVQ)	EXENST	Structural Engineer exp
Other Conditions (NVQ)	EXENST24	Structural Engineer ex 24 mos
Other Conditions (NVQ)	EXENSTP	Structural Plan Checking ex
Other Conditions (NVQ)	EXENTC12	Trolley Coach Eng ex 12
Other Conditions (NVQ)	EXENTD12	Rail/Transit Design ex 12 mos
Other Conditions (NVQ)	EXFAA6	Admin FAA security 6 mos
Other Conditions (NVQ)	EXFSM12	Food svc mgmt, computer 12 mos
Other Conditions (NVQ)	EXHORI24	Hosp. Reimbursement 24 mos
Other Conditions (NVQ)	EXHVAC	Control Filter HVAC ex
Other Conditions (NVQ)	EXINV24	Investigation ex 24 mos
Other Conditions (NVQ)	EXLCS12	Libr Chld/Youth Srvs ex 12 mos
Other Conditions (NVQ)	EXLOAN12	Fed/state Loan Reg ex 12 mos
Other Conditions (NVQ)	EXMAP12	GIS/Map/CP/Cartgrphy ex 12 mos
Other Conditions (NVQ)	EXMHIN6	Mental Health Invst ex 6 mos
Other Conditions (NVQ)	EXNUTR24	Nutrition Prg Monitor OAA 24mo
Other Conditions (NVQ)	EXPCK24	Packing ex 24 mos
Other Conditions (NVQ)	EXSFA36	Student Financial Aid ex 36 mo
Other Conditions (NVQ)	EXSGA24	Soil/Grdwtr assessmnt ex 24mos
Other Conditions (NVQ)	EXSTDM	Multi-purpose stadium ex
Other Conditions (NVQ)	EXSWIM	Swim pool system
Other Conditions (NVQ)	EXTRN24	Training/Staff devlp ex 24 mos
Other Conditions (NVQ)	EXVDP24	Hi press/diesel pump ex 24 mos
Other Conditions (NVQ)	EXWC12	Worker's comp ex 12 mos
Other Conditions (NVQ)	EXWFAD60	Waterfront Admin ex 60
Other Conditions (NVQ)	EXWFPL24	Waterfront Plan, env pol/reg

PeopleSoft Special Conditions that have been previously approved

SpecCond Category	Special Condition Code	Description
Other Conditions (NVQ)	EXYFP	Youth Forensics Prgm ex
Other Conditions (NVQ)	EXYTHE24	Hi-Risk Youth Empl Train 24mos
Other Conditions (NVQ)	FEMALE	Female only
Other Conditions (NVQ)	ISCOBOL	Cobol
Other Conditions (NVQ)	ISIBM	Ibm3270
Other Conditions (NVQ)	ISLAN	LAN Administration
Other Conditions (NVQ)	ISOS	Operating Systems
Other Conditions (NVQ)	ISSNA	Sna
Other Conditions (NVQ)	ISTP	Teleprocessing
Other Conditions (NVQ)	ISVTAM	Vtam
Other Conditions (NVQ)	MALE	Male Only

Special Conditions Codes that are unique to Public Health start with a PH

Other Conditions (NVQ)	PHCASARC	Casarc
Other Conditions (NVQ)	PHCHNQM	CHN Quality Mgmt
Other Conditions (NVQ)	PHEXAC12	Acute Care Nursing ex 12 mos
Other Conditions (NVQ)	PHEXAD12	Adolescent exp 12 mos
Other Conditions (NVQ)	PHEXAP12	Acute Psych exp 12 mos
Other Conditions (NVQ)	PHEXAP5	Acute Psych ex w/in 5yr, 12 mo
Other Conditions (NVQ)	PHEXCH	Children exp
Other Conditions (NVQ)	PHEXCH24	Children exp 24 mos
Other Conditions (NVQ)	PHEXCLC	Clinical with Children exp
Other Conditions (NVQ)	PHEXCP	Child/Adolscnt Psych exp
Other Conditions (NVQ)	PHEXCP12	Child/Adolscnt Psych ex 12 mos
Other Conditions (NVQ)	PHEXGE	Geriatrics exp
Other Conditions (NVQ)	PHEXGE24	Geriatrics exp 24 mos
Other Conditions (NVQ)	PHEXGE6	Geriatrics exp 6 mos
Other Conditions (NVQ)	PHEXGER	Geriatrics residency or exp
Other Conditions (NVQ)	PHEXGERH	Geriatrics & Rehab ex
Other Conditions (NVQ)	PHEXHV12	HIV+ patients exp 12 mos
Other Conditions (NVQ)	PHEXIC24	Infect control 150 bed ex 24mo
Other Conditions (NVQ)	PHEXMC6	Med Clinic supervision ex 6mo
Other Conditions (NVQ)	PHEXMH	Mental Health Programs ex
Other Conditions (NVQ)	PHEXMH12	Mental Health Programs ex 12mo
Other Conditions (NVQ)	PHEXMH24	Mental Health Programs ex 24mo
Other Conditions (NVQ)	PHEXMH6	Mental Health Programs ex 6 mo
Other Conditions (NVQ)	PHEXMI12	Care/Rehab mental ill ex 12 mo
Other Conditions (NVQ)	PHEXMI48	Care/Rehab mental ill ex 48 mo
Other Conditions (NVQ)	PHEXNP6	Nutrition Program ex 6 mos
Other Conditions (NVQ)	PHEXOS12	Oral Surgery ex 12 mos
Other Conditions (NVQ)	PHEXPHN6	Pharm. nomenclature ex 6 mos
Other Conditions (NVQ)	PHEXPN	Perinatal ex
Other Conditions (NVQ)	PHEXPN12	Perinatal ex 12 mos
Other Conditions (NVQ)	PHEXPS	Psych ex
Other Conditions (NVQ)	PHEXPS12	Psych ex 12 mos
Other Conditions (NVQ)	PHEXUM24	Acute UM/QI ex w/in 5yr, 24 mo
Other Conditions (NVQ)	PHEXWC24	PHP workcomp ex w/in 5yr 24 mo
Other Conditions (NVQ)	PHP	Public Health Program
Other Conditions (NVQ)	PHPAAHSS	Cphs-Php/Aahss
Other Conditions (NVQ)	PHPCHN	Php/Chn
Other Conditions (NVQ)	PHPFP	PHP family plan
Other Conditions (NVQ)	PHPHIVMN	PHP HIV minority

PeopleSoft Special Conditions that have been previously approved

SpecCond Category	Special Condition Code	Description
Other Conditions (NVQ)	PHPHIVYH	PHP HIV prev SPY
Other Conditions (NVQ)	PHPWIC	WIC Program
Other Conditions (NVQ)	PHSPAAHM	AAHSS Mental Health
Other Conditions (NVQ)	PHSPABRT	Assist in Abortions
Other Conditions (NVQ)	PHSPACTL	Activity Leader Push/Pull WhCh
Other Conditions (NVQ)	PHSPACTT	Activity Therapist
Other Conditions (NVQ)	PHSPADSM	Adolescent Medicine
Other Conditions (NVQ)	PHSPADTM	Adult Medicine
Other Conditions (NVQ)	PHSPAIDS	AIDS Program
Other Conditions (NVQ)	PHSPAMBS	Ambulatory Services
Other Conditions (NVQ)	PHSPAW	Acute Wards
Other Conditions (NVQ)	PHSPCCT	Critical Care & Training
Other Conditions (NVQ)	PHSPCD	Communicable Diseases
Other Conditions (NVQ)	PHSPCHN	Community Health Network
Other Conditions (NVQ)	PHSPDIET	Diet clerk
Other Conditions (NVQ)	PHSPDWS	General Dept-wide services
Other Conditions (NVQ)	PHSPEMPH	Employee Health
Other Conditions (NVQ)	PHSPENVH	Environmental Health Services
Other Conditions (NVQ)	PHSPER	Emergency Room
Other Conditions (NVQ)	PHSPERTR	ER Training
Other Conditions (NVQ)	PHSPES	Patient Transport & Escort Svc
Other Conditions (NVQ)	PHSPFAM	Adult and/or family practice
Other Conditions (NVQ)	PHSPFH	Family Health
Other Conditions (NVQ)	PHSPFS	Forensic ex
Other Conditions (NVQ)	PHSPFSPY	Forensic SPY
Other Conditions (NVQ)	PHSPGERH	Geriatrics & Rehab ex
Other Conditions (NVQ)	PHSPGH	Gay Health
Other Conditions (NVQ)	PHSPHH	Home Health
Other Conditions (NVQ)	PHSPHHF	Home Health/Family
Other Conditions (NVQ)	PHSPHIV	Hiv/Aids/Std
Other Conditions (NVQ)	PHSPHO	Hospital Operations
Other Conditions (NVQ)	PHSPHOMR	Hosp Oper Maint. Regulatory ex
Other Conditions (NVQ)	PHSPHP	Homeless Program
Other Conditions (NVQ)	PHSPIPS	Inpatient svcs
Other Conditions (NVQ)	PHSPLD	Labor/Delivery
Other Conditions (NVQ)	PHSPLGH	Lesbian/Gay Health
Other Conditions (NVQ)	PHSPMC	Maternal child
Other Conditions (NVQ)	PHSPMEDC	Medicine
Other Conditions (NVQ)	PHSPMEDL	Medical
Other Conditions (NVQ)	PHSPMHP	Mental Health Programs
Other Conditions (NVQ)	PHSPMHRF	Mental Health Rehab Facility
Other Conditions (NVQ)	PHSPMTER	Medical Terminology
Other Conditions (NVQ)	PHSPNPSY	Neuropsychology
Other Conditions (NVQ)	PHSPNUR	Nursery
Other Conditions (NVQ)	PHSPOH	Occupational Health
Other Conditions (NVQ)	PHSPOR	Operating Room
Other Conditions (NVQ)	PHSPPCC	Poison Control Center
Other Conditions (NVQ)	PHSPPED	Pediatrics
Other Conditions (NVQ)	PHSPPMED	Paramedic
Other Conditions (NVQ)	PHSPPRC	Progressive Care
Other Conditions (NVQ)	PHSPPSY	Psych

PeopleSoft Special Conditions that have been previously approved

SpecCond Category	Special Condition Code	Description
Other Conditions (NVQ)	PHSPQI	Quality Improvement
Other Conditions (NVQ)	PHSPRHSP	Care/Rehab Hospital
Other Conditions (NVQ)	PHSPSPY	Special Program Youth
Other Conditions (NVQ)	PHSPSRG	Medical Surgical
Other Conditions (NVQ)	PHSPSTD	Std
Other Conditions (NVQ)	PHSPSTDW	STD Control - Women's
Other Conditions (NVQ)	PHSPTCC	Trauma Care Coordinator
Other Conditions (NVQ)	PHSPTOX	Toxics
Other Conditions (NVQ)	PHSPUMLH	Um/Lhh
Other Conditions (NVQ)	PHSPUMMC	Um/Sfghmc
Other Conditions (NVQ)	PHSPURIC	UR/Infect control
Other Conditions (NVQ)	PHSPURQI	Ur/Qi
Other Conditions (NVQ)	PHSPWH	Women's Health
Other Conditions (NVQ)	SEIUGRNT	SEIU Training Grant
Specialty codes begin with SP		
Other Conditions (NVQ)	SPA&MCAT	AACRZ & MARC format cataloging
Other Conditions (NVQ)	SPADM	Administration
Other Conditions (NVQ)	SPADML	Administration/Legislative
Other Conditions (NVQ)	SPADS	Adult Services
Other Conditions (NVQ)	SPAHTRN	Appeals, handbook training
Other Conditions (NVQ)	SPALLSTF	All programs but Staff Dvlpmnt
Other Conditions (NVQ)	SPANMLS	Animal Science Specialty
Other Conditions (NVQ)	SPASSR	Assessor Specialty
Other Conditions (NVQ)	SPBGTA	Budget Analysis
Other Conditions (NVQ)	SPCALW	Calworks specialty
Other Conditions (NVQ)	SPCCMACH	Cable Car Machinery knowledge
Other Conditions (NVQ)	SPCLN	Classification
Other Conditions (NVQ)	SPCMPTR	Computer Knowledge
Other Conditions (NVQ)	SPCTADM	Contract Administration
Other Conditions (NVQ)	SPCTCNST	Est. Construction Contract
Other Conditions (NVQ)	SPEMERG	Emergency response within 1 hr
Other Conditions (NVQ)	SPEMSRV	Employment services
Other Conditions (NVQ)	SPEQT	Equities
Other Conditions (NVQ)	SPEXAM	Examinations
Other Conditions (NVQ)	SPFA	Financial Analysis
Other Conditions (NVQ)	SPFAFI	Financial Analysis Fixed Inc.
Other Conditions (NVQ)	SPFAGRNT	Financial Analysis, Fed Grants
Other Conditions (NVQ)	SPFCS	Family & Children Services
Other Conditions (NVQ)	SPFRED	Fred
Other Conditions (NVQ)	SPGASS	Gen. Assistance/Soc. Security
Other Conditions (NVQ)	SPGTRAN	General Transportation
Other Conditions (NVQ)	SPHSPFM	Hospital Finance Mgmt.
Other Conditions (NVQ)	SPINCM	Income Maintenance Prog
Other Conditions (NVQ)	SPINPIER	Inspect pier from boat
Other Conditions (NVQ)	SPINSP	Interpreter Services Spanish
Other Conditions (NVQ)	SPINVG	Investigation
Other Conditions (NVQ)	SPJAILEN	Jail Environment
Other Conditions (NVQ)	SPJAILMS	Jail Medical Services
Other Conditions (NVQ)	SPJOBD	Job developer
Other Conditions (NVQ)	SPLCSV	Libr Chld/Youth Srvs
Other Conditions (NVQ)	SPLIBSV	Library Service Knowledge

PeopleSoft Special Conditions that have been previously approved

SpecCond Category	Special Condition Code	Description
Other Conditions (NVQ)	SPLPA	Legislative & Policy Analysis
Other Conditions (NVQ)	SPNUTRP	Nutrition Program
Other Conditions (NVQ)	SPOAA	Older Americans Act, Title III
Other Conditions (NVQ)	SPOPHCE	Oper. Heavy Construct. Equip.
Other Conditions (NVQ)	SPOPS	Operations
Other Conditions (NVQ)	SPPAES	PAES Specialty
Other Conditions (NVQ)	SPPFS	Patient Financial Svcs
Other Conditions (NVQ)	SPPRMT	Permit Processing & Issue
Other Conditions (NVQ)	SPRVEH	Revenue Enhancement Specialty
Other Conditions (NVQ)	SPSCED	Science Education specialty
Other Conditions (NVQ)	SPSEQUIP	Operate spreader equipment
Other Conditions (NVQ)	SPSERVP	Service Program
Other Conditions (NVQ)	SPSRINFO	Senior info & referral
Other Conditions (NVQ)	SPSUBAC	Substance abuse counselor
Other Conditions (NVQ)	SPSUP	Supervisory
Other Conditions (NVQ)	SPTAX	Tax specialty
Other Conditions (NVQ)	SPTESS	TESS system knowledge
Other Conditions (NVQ)	SPTOXIC	Toxicology specialty
Other Conditions (NVQ)	SPTRAIN	Training specialty
Other Conditions (NVQ)	SPVEHTRK	Use Motor Grader & Track Vehs.
Other Conditions (NVQ)	SPWP	Wordprocessing
Other Conditions (NVQ)	SPYGC	Youth guidance center
Other Conditions (NVQ)	WELD2	WELD2
Other Conditions (NVQ)	WKCN25FT	Height 25'+, under pier, boats
Other Conditions (NVQ)	WKCNHIV	Work with HIV patients
Other Conditions (NVQ)	WKCNHVTS	2000 V DS or 230,000 AC V
Other Conditions (NVQ)	WKCNPOST	Post Position
Other Conditions (NVQ)	WKCNSLPS	Steep slopes w/ropes
Other Conditions (NVQ)	WKCNTRAV	Willingness to travel overnite
Other Conditions (NVQ)	WKCNTRF	Traffic & Spray Painting
Other Conditions (NVQ)	WKCNWLK	Walking a great deal

PeopleSoft Special Conditions that have been previously approved

SpecCond Category	Special Condition Code	Description
Tests		
Test	1022_25	Typing 25 wpm
Test	1022_30	Typing 30 wpm
Test	1022_35	Typing 35 wpm
Test	BCKGRD	Background clearance required
Test	BGCUSTOM	Bckgrnd & US customs clearance
Test	BGJAIL	Maintain Bckgrd jail clearance
Test	DMVPO	DMV record req'd upon referral
Test	HVYPWK	Heavy physical work
Test	INSAUTO	Insurable by dept auto policy
Test	MSFTEQ	Meet medical & safety reqm't
Test	SHND	Shorthand
Test	SHND100	Shorthand 100 wpm
Test	SHND110	Shorthand 110 wpm
Test	SPMP	Meet SPMP requirement
Test	WGT	Heavy lifting
Test	WGT100BD	Lift dead bodies 100 lbs
Test	WGT125BD	Lift dead bodies 125 lbs
Test	WGT175BD	Lift dead bodies 175 lbs
Test	WGT200BD	Lift dead bodies 200 lbs
Test	WGT25	Heavy lifting 25 lbs
Test	WGT30	Heavy lifting 30 lbs
Test	WGT35	Heavy lifting 35 lbs
Test	WGT40	Heavy lifting 40 lbs
Test	WGT50	Heavy lifting 50 lbs
Test	WGT55	Heavy lifting 55 lbs
Test	WGT60	Heavy lifting 60 lbs
Test	WGT70	Heavy lifting 70 lbs
Test	WGT75	Heavy lifting 75 lbs

Tips on searching for a Special Condition

To search for a special condition code you can:

- Search by one of the Special Condition Categories
- Search for a Special Condition Code or part of the Code
  - *Reminder: Special Conditions that are unique to Public Health have codes beginning with PH*
  - *Specialty codes begin with SP*
  - *Experience requirement codes begin with EX*
- Search with a combination of Category and Code

For example if you want to add a Language, you would choose Language from the Special Condition Category drop down menu and push the search button. From the resulting list you would select the language.

If you are searching for the specialty of Activity Leader in Public Health, you would enter PHSP in the Special Condition search box and push the search button. From the resulting list you would select Activity Leader Push/Pull WhCh.

If you are looking for a Classification specialty you would type in SP in the Special Condition search box, choose Other Conditions (NVQ) from the Special Condition Category drop down menu and push the search button. From the resulting list you select Classification.

As you become familiar with the Special Condition Codes, you can enter them directly into the Special Condition box on the requisition panel.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 32-99

BOX 41 M-2 A-1
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GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102

Date: June 30, 1999

To: All Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

From: Andrea R. Gourdine
Human Resource Director

Subject: Extension of Temporary (T) or Temporary Exempt (TE) Requisitions for Newly Created Positions

During the past few months, in anticipation of creating new permanently budgeted positions in the FY 99/2000 budget, departments may have issued either Temporary (T) or Temporary Exempt (TE) requisitions funded by temporary salaries. The annual requisition replacement procedures would require departments to reissue new requisitions for the new fiscal year, effective July 1, 1999.

Departments have asked DHR about these existing "T" or "TE" requisitions, and the possibility of extending the current requisitions for positions which **can be confirmed as permanently funded in the FY 99/2000 budget.**

Normally, after approval of the budget, departments would reissue the requisition as either a "DP" or "P" requisition, which would be funded from the newly created permanently funded position. Since new positions are usually funded at only .75 FTE, instead of 1.00 FTE, there is a funding gap issue between the current temporary funded position and the availability of the permanent funds.

After consulting with the Controller's Office, the Department of Human Resources will allow extensions to "T" and "TE" requisitions that are in this situation for this year.

Departments facing this particular funding situation may submit a requisition modification to extend the current requisitions under the following conditions:

1) The department has sufficient temporary funds to support the current requisition until the permanent funds are available.
2) The department submits a copy of the budget page that identifies the newly created position.
3) The department must commit to issuing either a new "DP" or "P" requisition when the permanent funds become available.

If there are any questions, please feel free to call Pat Pon at (415) 557-4816.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

BOX 41 M-2 * A-1 *
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San Francisco, CA 94102

Memorandum

DHR No. 33-99

Date: June 30, 1999

To: Department Heads
Departmental Personnel Officers
Payroll Personnel
Employee Organizations

DOCUMENTS DEPT.

JUL 07 1999

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From: Andrea R. Gourdine
Human Resources Director

Subject: **1999-2000 On-Line Compensation Manual**

The 1999-2000 Compensation Manual will be available on the World Wide Web beginning July 2, 1999. To access the manual from the Internet use the following URL:

www.ci.sf.ca.us/dhr

If you are unable to access the Internet, please contact ERD through e-mail at:

compensation@ci.sf.ca.us

Generally, the rates are effective July 1, 1999 and December 25, 1999. Rate increases for classes represented by MEA are effective October 2, 1999.

We have continued to enhance the format of the manual. Notable changes include easier to read *salary grades*, formerly known as "salary schedules" and annualized salaries at each step of the grade. In addition, classes that enter at Step 5 have been noted with a check (✓) in a '5th Step' column. If you have comments and suggestions for continued improvement please notify Janet Bosnich at 557-4920.

A limited number of printed copies of the manual will be available to personnel departments for distribution by July 9, 1999. Contact Maxine Louie at 557-4802.

cc: compensation

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

SF
#75
#1
7/16/99

MEMORANDUM
DHR No. 33 - 99

BOX 41 M-2 * A-1 *
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San Francisco, CA 94102

Date: July 16, 1999

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***July 24, 1999.***

Classification	Unit Assignment	Certified Representative
1649 Accountant Intern	8 - J	Intl. Federation of Professional & Technical Engineers, Local 21 (EGC:0021)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

(over)

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Anita Sanchez at 252-3254 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Anita Sanchez, CSC
Harold Guetersloh, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
Yuchih Lee, Health Service System
chron file

BU-Reg

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 34 - 99

DOCUMENTS DEPT.
JUL 22 1999
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Date: July 16, 1999

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENTS - Successor/Consolidation**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990 and the Memorandum of Understanding for the respective unions, the following bargaining unit assignments are hereby determined as indicated below. These new classifications are successor classes or the result of class consolidations so that the new classes will be represented by the same employee organization which represented the abolished classes.

Classification	Unit Assignment	Certified Representative
7371 Electrical Transit System Mechanic	1 - L	Intl. Brotherhood of Electrical Workers, Local 6 (EGC:0006) ***Effective July 2, 1999***
9184 Deputy General Manager, PTD	EM	Municipal Executives' Assoc. (MEA) (EGC:0351) ***Effective June 18, 1999***

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said

- over -

determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Anita Sanchez at 252-3254 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

cc: Kate Favetti, CSC
Anita Sanchez, CSC
Harold Guetersloh, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
Yuchih Lee, Health Service System BU-successor

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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San Francisco, CA 94102

MEMORANDUM

DATE: September 2, 1999

TO: Departmental Personnel Officers

FROM: Linda Marin
Manager, Merit System Services

RE: PeopleSoft/HRMS Automated Requisition Processing – New Special Conditions

---

We have made modifications to the HRMS automated requisition processing to allow the entry of requisitions prior to approval of a new special condition. Previously all new special conditions had to be requested under separate cover and, if approved, the requisitions were entered into HRMS after a new code was created. We have modified this process in order to expedite the processing and tracking of requisitions that include requests for new special conditions.

Departments with access to HRMS automated requisition entry should now enter requisitions at the same time of the request for a new special condition. If the special condition desired is not included in the current database, the code NEW should be selected in the Special Condition field. A brief description of the condition should be entered into the Condition Detail field and the complete description and justification should be entered into the Notepad Panel under Note Type: New Special Condition. Unlike other departmental notepads, Merit System Services will have edit rights to this notepad in order to document communications with the department and, if approved, the final wording of the newly created special condition. If a new special condition is approved, a code is created and added to the HRMS and the requisition is approved with that code. At no time can requisitions be approved by MSS while a special condition code is listed as NEW. MSS will change the code from NEW to the newly created code upon approval of the special condition; no action is required by the departments to change the requisition.

Departments that do not currently have entry access to HRMS, should attach the request/justification to the original paper requisition and should fill in "NEW – See Attached" in the special condition section of the paper requisition. For tracking purposes, DHR will then enter the requisition upon arrival by temporarily assigning the code NEW.

Attached is the listing of the special conditions that are currently included in the HRMS database. Please refer to this list first to locate an existing code before requesting a new code.

If you have questions about this process, please contact your MSS Personnel Analyst.

LM:JK

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PeopleSoft Special Conditions that have been previously approved

08/17/1999

SpecCond Category	Special Condition Code	Description
Degrees		
Degree	CTABOHN	ABOHN Board Cert.
Degree	CTAHR	AHERA Cert.
Degree	CTAHRA+L	AHERA Asbestos and Lead Cert
Degree	CTAHRAB6	AHERA Asbestos BI/Sup 6 mos
Degree	CTAHRBI	AHERA Build Insp/ContractorSup
Degree	CTAWS	AWS welding cert
Degree	CTAWSI	AWS welding inspect. cert
Degree	CTBLDINS	Building Inspector Cert ICBO
Degree	CTCORTEC	Corrosion Technician Cert
Degree	CTDIVING	Diving certificate
Degree	CTELECI	Elect Inspector IAEI ICBO cert
Degree	CTEPINSP	Electrical/Plumbing Inspection
Degree	CTHAZP40	Hazpower Cert: 40 Hour
Degree	CTIHYG	Industrial Hygienist cert
Degree	CTMECHI	Mech. Insp. ICBO cert
Degree	CTOSHPD	St. wide health plan. & devel.
Degree	CTPLANEX	Plan Examiner Certificate
Degree	CTPLUMI	Plumbing Insp. IAPMO cert
Degree	CTRECONC	Reinforced concrete ICBO cert
Degree	CTSFTYP	Certified Safety Professional
Degree	CTSMOG	CA smog testing cert
Degree	CTWRB3	State H2O Res. Brd. Grd/Cert 3
Degree	MAMW	Master's Degree Midwife
Degree	MAPSY	Master's Degree, Psychiatry
Degree	MBA	Master of Business Admin
Degree	PHCTCNA	Certified Nursing Assistant
Degree	PHCTCS	Central Service Certification
Degree	PHCTNP	Fmly/Ger/Adlt Nurse Practition
Degree	PHCTPT	CA Pharmacy Tech Cert
Degree	PHCTV	Venipuncture Cert
Degree	PHD	Doctor of Philosophy
Degree	PHE	Doctor of Engineering
Degree	PHS	Doctor of Science
Degree	PHSPMSW	Masters in Social Work

PeopleSoft Special Conditions that have been previously approved

SpecCond Category	Special Condition Code	Description
License or Certification		
License or Certification	ARCH	Architect
License or Certification	CDLA	CA Driver's License A
License or Certification	CDLA 6	CA Driver's License A, 6 mos
License or Certification	CDLAB	CA Driver's License A or B
License or Certification	CDLABTPX	CA Driver's Lic. A or B, TPX
License or Certification	CDLATPX	CA Driver's License A, TPX
License or Certification	CDLATPX6	CA Driver's Lic. A/B, TPX 6mos
License or Certification	CDLB	CA Driver's License B
License or Certification	CDLB3	CA Driver's License B, 3mos
License or Certification	CDLB6	CA Driver's License B, 6 mos
License or Certification	CDLBC	CA Driver's License B or C
License or Certification	CDLC	CA Driver's License C *
License or Certification	CDLCB	CA Driver's License C or B
License or Certification	CPA	Certified Public Accountant-CA
License or Certification	ENGELEC	Electrical Engineer License
License or Certification	ENGSTR	Structural Engineer License
License or Certification	FCC12	FCC Class 1 or 2 License
License or Certification	PHLCSW	Licensed Clinical Soc. Wkr.

* CDLC is the basic driver's license

PeopleSoft Special Conditions that have been previously approved

SpecCond Category	Special Condition Code	Description
Language		
Language	AF	Afrikaans
Language	AM	Amharic
Language	AR	Arabic
Language	ASL	American Sign Language
Language	BH	Bahasa (Indonesian)
Language	BO	Bengali
Language	BU	Burmese
Language	CA	Cambodian
Language	CC	Chinese (Cantonese)
Language	CH	Chinese (Other)
Language	CM	Chinese (Mandarin)
Language	CS	Chinese (Shanghai)
Language	CZ	Czech
Language	DA	Danish
Language	DU	Dutch
Language	EN	English
Language	FA	Farsi (Persian)
Language	FL	Flemish
Language	FR	French
Language	FS	Finish
Language	GE	German
Language	GR	Greek
Language	HE	Hebrew
Language	HI	Hindi
Language	HU	Hungarian
Language	IA	Indian (Kannada)
Language	IH	Indian (Hindi)
Language	IK	Indian (Konkani)
Language	IN	Indian
Language	IT	Italian
Language	JA	Japanese
Language	KI	Kiswahili
Language	KO	Korean
Language	LA	Latvian
Language	LI	Lithuanian
Language	LO	Laotian
Language	LT	Latin
Language	MAL	Malay
Language	NO	Norwegian
Language	PH	Polish
Language	PO	Portuguese
Language	RO	Rumanian
Language	RU	Russian
Language	SI	Swahili
Language	SP	Spanish
Language	SR	Serbo-Croatian
Language	SW	Swedish
Language	TA	Tagalog (Philippines)

PeopleSoft Special Conditions that have been previously approved

SpecCond Category	Special Condition Code	Description
Language	TE	Telugu
Language	TH	Thai
Language	TI	Tamil (India)
Language	TM	Tamil (Ceylon)
Language	TU	Turkish
Language	TW	Twi (Ghana)
Language	UK	Ukrainian
Language	UR	Urdu (Pakistan)
Language	VI	Vietnamese
Language	WE	Welsh

SpecCond Category	Special Condition Code	Description
Other Conditions includes Specialties and Experience requirements.		
Note: Within this category Special Condition Codes that are unique to Public Health begin with PH		
Other Conditions (NVQ)	CAR	Ability to furnish own car
Other Conditions (NVQ)	CRTWTII	Wtr Trtment Cert Grade II
Other Conditions (NVQ)	CRTWTIII	Wtr Trtment Cert Grade III
Other Conditions (NVQ)	CRTWTIV	Wtr Trtment Cert Grade IV
Other Conditions (NVQ)	CRTWTV	Wtr Trtment Cert Grade V
Other Conditions (NVQ)	CRTWWI	WsteWtr Trtment Cert Grade I
Other Conditions (NVQ)	CRTWWII	WsteWtr Trtment Cert Grade II
Other Conditions (NVQ)	CRTWWIII	WsteWtr Trtment Cert Grade III
Other Conditions (NVQ)	DEPSM	Deputized in San Mateo
Experience requirement codes begin with EX		
Other Conditions (NVQ)	EX20BD36	Bond prgm $20M or more ex 36mo
Other Conditions (NVQ)	EXAAH12	Asbestos Abate Hygenist 12 mos
Other Conditions (NVQ)	EXADAR24	Admn ADA Curb Ramp Prg ex 24mo
Other Conditions (NVQ)	EXAVEL60	Aviation Electcl Sys ex 60 mos
Other Conditions (NVQ)	EXBLR	High Pressure SteamBlr
Other Conditions (NVQ)	EXBLR24	High Pressure SteamBlr 24 mos
Other Conditions (NVQ)	EXBM12	Benefits Management 12 mos
Other Conditions (NVQ)	EXBP12	Bldg. Permit Processing 12 mos
Other Conditions (NVQ)	EXCAD	Autocad exp
Other Conditions (NVQ)	EXCAD12	Autocad exp 12 mos
Other Conditions (NVQ)	EXCAD6	Autocad exp 6 mos
Other Conditions (NVQ)	EXCM12	County Subdiv Map ex 12 mos
Other Conditions (NVQ)	EXDHCF36	Design Health Care Fac ex 36mo
Other Conditions (NVQ)	EXDP12	Desktop Publishing ex 12 mos
Other Conditions (NVQ)	EXDP24	Desktop Publishing ex 24 mos
Other Conditions (NVQ)	EXEDP	EDP exp
Other Conditions (NVQ)	EXENH12	Hydrologic Eng ex 12 mos
Other Conditions (NVQ)	EXENST	Structural Engineer exp
Other Conditions (NVQ)	EXENST24	Structural Engineer ex 24 mos
Other Conditions (NVQ)	EXENSTP	Structural Plan Checking ex
Other Conditions (NVQ)	EXENTC12	Trolley Coach Eng ex 12
Other Conditions (NVQ)	EXENTD12	Rail/Transit Design ex 12 mos
Other Conditions (NVQ)	EXFAA6	Admin FAA security 6 mos
Other Conditions (NVQ)	EXFSM12	Food svc mgmt, computer 12 mos
Other Conditions (NVQ)	EXHCAC24	High capacity air-cond ex 24mo
Other Conditions (NVQ)	EXHORI24	Hosp. Reimbursement 24 mos
Other Conditions (NVQ)	EXHVAC	Control Filter HVAC ex
Other Conditions (NVQ)	EXIHAC12	Insp hzd abatmnt const ex 12mo
Other Conditions (NVQ)	EXINV24	Investigation ex 24 mos
Other Conditions (NVQ)	EXLBNA24	Labor Negotiatn Arbitrtn 24mo
Other Conditions (NVQ)	EXLCS12	Libr Chld/Youth Srvs ex 12 mos
Other Conditions (NVQ)	EXLOAN12	Fed/state Loan Reg ex 12 mos
Other Conditions (NVQ)	EXMAP12	GIS/Map/CP/Cartgrphy ex 12 mos
Other Conditions (NVQ)	EXMHIN6	Mental Health Invst ex 6 mos
Other Conditions (NVQ)	EXNUTR24	Nutrition Prg Monitor OAA 24mo
Other Conditions (NVQ)	EXPCK24	Packing ex 24 mos
Other Conditions (NVQ)	EXPPRM36	Paving Prgrm, Managing ex 36mo
Other Conditions (NVQ)	EXRDCN60	Roadway Reconst Proj ex 60 mos

PeopleSoft Special Conditions that have been previously approved

SpecCond Category	Special Condition Code	Description
Other Conditions (NVQ)	EXSFA36	Student Financial Aid ex 36 mo
Other Conditions (NVQ)	EXSGA24	Soil/Grdwtr assessmnt ex 24mos
Other Conditions (NVQ)	EXSTDM	Multi-purpose stadium ex
Other Conditions (NVQ)	EXSWIM	Swim pool system
Other Conditions (NVQ)	EXTRN24	Training/Staff devlp ex 24 mos
Other Conditions (NVQ)	EXVDP24	Hi press/diesel pump ex 24 mos
Other Conditions (NVQ)	EXWC12	Worker's comp ex 12 mos
Other Conditions (NVQ)	EXWFAD60	Waterfront Admin ex 60
Other Conditions (NVQ)	EXWFPL24	Waterfront Plan, env pol/reg
Other Conditions (NVQ)	EXYFP	Youth Forensics Prgm ex
Other Conditions (NVQ)	EXYTHE24	Hi-Risk Youth Empl Train 24mos
Other Conditions (NVQ)	FEMALE	Female only
Other Conditions (NVQ)	ISCOBOL	Cobol
Other Conditions (NVQ)	ISIBM	Ibm3270
Other Conditions (NVQ)	ISLAN	LAN Administration
Other Conditions (NVQ)	ISOS	Operating Systems
Other Conditions (NVQ)	ISSNA	Sna
Other Conditions (NVQ)	ISTP	Teleprocessing
Other Conditions (NVQ)	ISVTAM	Vtam
Other Conditions (NVQ)	MALE	Male Only
Other Conditions (NVQ)	NEW	New Condition - See Notepad
Special Conditions Codes that are unique to Public Health start with a PH		
Other Conditions (NVQ)	PHCASARC	Casarc
Other Conditions (NVQ)	PHCHNQM	CHN Quality Mgmt
Other Conditions (NVQ)	PHEXAC12	Acute Care Nursing ex 12 mos
Other Conditions (NVQ)	PHEXAD12	Adolescent exp 12 mos
Other Conditions (NVQ)	PHEXAP12	Acute Psych exp 12 mos
Other Conditions (NVQ)	PHEXAP5	Acute Psych ex w/in 5yr, 12 mo
Other Conditions (NVQ)	PHEXCH	Children exp
Other Conditions (NVQ)	PHEXCH24	Children exp 24 mos
Other Conditions (NVQ)	PHEXCLC	Clinical with Children exp
Other Conditions (NVQ)	PHEXCP	Child/Adolscnt Psych exp
Other Conditions (NVQ)	PHEXCP12	Child/Adolscnt Psych ex 12 mos
Other Conditions (NVQ)	PHEXGE	Geriatrics exp
Other Conditions (NVQ)	PHEXGE24	Geriatrics exp 24 mos
Other Conditions (NVQ)	PHEXGE6	Geriatrics exp 6 mos
Other Conditions (NVQ)	PHEXGER	Geriatrics residency or exp
Other Conditions (NVQ)	PHEXGERH	Geriatrics & Rehab ex
Other Conditions (NVQ)	PHEXHV12	HIV+ patients exp 12 mos
Other Conditions (NVQ)	PHEXIC24	Infect control 150 bed ex 24mo
Other Conditions (NVQ)	PHEXMC6	Med Clinic supervision ex 6mo
Other Conditions (NVQ)	PHEXMH	Mental Health Programs ex
Other Conditions (NVQ)	PHEXMH12	Mental Health Programs ex 12mo
Other Conditions (NVQ)	PHEXMH24	Mental Health Programs ex 24mo
Other Conditions (NVQ)	PHEXMH6	Mental Health Programs ex 6 mo
Other Conditions (NVQ)	PHEXMI12	Care/Rehab mental ill ex 12 mo
Other Conditions (NVQ)	PHEXMI48	Care/Rehab mental ill ex 48 mo
Other Conditions (NVQ)	PHEXNP6	Nutrition Program ex 6 mos
Other Conditions (NVQ)	PHEXOS12	Oral Surgery ex 12 mos
Other Conditions (NVQ)	PHEXPHN6	Pharm. nomenclature ex 6 mos
Other Conditions (NVQ)	PHEXPN	Perinatal ex

PeopleSoft Special Conditions that have been previously approved

SpecCond Category	Special Condition Code	Description
Other Conditions (NVQ)	PHEXPN12	Perinatal ex 12 mos
Other Conditions (NVQ)	PHEXPS	Psych ex
Other Conditions (NVQ)	PHEXPS12	Psych ex 12 mos
Other Conditions (NVQ)	PHEXUM24	Acute UM/QI ex w/in 5yr, 24 mo
Other Conditions (NVQ)	PHEXWC24	PHP workcomp ex w/in 5yr 24 mo
Other Conditions (NVQ)	PHP	Public Health Program
Other Conditions (NVQ)	PHPAAHSS	Cphs-Php/Aahss
Other Conditions (NVQ)	PHPCHN	Php/Chn
Other Conditions (NVQ)	PHPFP	PHP family plan
Other Conditions (NVQ)	PHPHIVMN	PHP HIV minority
Other Conditions (NVQ)	PHPHIVYH	PHP HIV prev SPY
Other Conditions (NVQ)	PHPWIC	WIC Program
Other Conditions (NVQ)	PHSPAAHM	AAHSS Mental Health
Other Conditions (NVQ)	PHSPABRT	Assist in Abortions
Other Conditions (NVQ)	PHSPACTL	Activity Leader Push/Pull WhCh
Other Conditions (NVQ)	PHSPACTT	Activity Therapist
Other Conditions (NVQ)	PHSPADSM	Adolescent Medicine
Other Conditions (NVQ)	PHSPADTM	Adult Medicine
Other Conditions (NVQ)	PHSPAIDS	AIDS Program
Other Conditions (NVQ)	PHSPAMBS	Ambulatory Services
Other Conditions (NVQ)	PHSPAW	Acute Wards
Other Conditions (NVQ)	PHSPCC	Critical Care
Other Conditions (NVQ)	PHSPCCST	Critical Care Stepdown Train'g
Other Conditions (NVQ)	PHSPCCT	Critical Care & Training
Other Conditions (NVQ)	PHSPCD	Communicable Diseases
Other Conditions (NVQ)	PHSPCHN	Community Health Network
Other Conditions (NVQ)	PHSPDIET	Diet clerk
Other Conditions (NVQ)	PHSPDWS	General Dept-wide services
Other Conditions (NVQ)	PHSPEMPH	Employee Health
Other Conditions (NVQ)	PHSPENVH	Environmental Health Services
Other Conditions (NVQ)	PHSPER	Emergency Room
Other Conditions (NVQ)	PHSPERTR	ER Training
Other Conditions (NVQ)	PHSPES	Patient Transport & Escort Svc
Other Conditions (NVQ)	PHSPFAM	Adult and/or family practice
Other Conditions (NVQ)	PHSPFH	Family Health
Other Conditions (NVQ)	PHSPFS	Forensic ex
Other Conditions (NVQ)	PHSPFSPY	Forensic SPY
Other Conditions (NVQ)	PHSPGERH	Geriatrics & Rehab ex
Other Conditions (NVQ)	PHSPGH	Gay Health
Other Conditions (NVQ)	PHSPHH	Home Health
Other Conditions (NVQ)	PHSPHHF	Home Health/Family
Other Conditions (NVQ)	PHSPHIV	Hiv/Aids/Std
Other Conditions (NVQ)	PHSPHO	Hospital Operations
Other Conditions (NVQ)	PHSPHOMR	Hosp Oper Maint. Regulatory ex
Other Conditions (NVQ)	PHSPHP	Homeless Program
Other Conditions (NVQ)	PHSPINCR	Infant Care
Other Conditions (NVQ)	PHSPIPS	Inpatient svcs
Other Conditions (NVQ)	PHSPLD	Labor/Delivery
Other Conditions (NVQ)	PHSPLGH	Lesbian/Gay Health
Other Conditions (NVQ)	PHSPMC	Maternal child
Other Conditions (NVQ)	PHSPMEDC	Medicine

SpecCond Category	Special Condition Code	Description
Other Conditions (NVQ)	PHSPMEDL	Medical
Other Conditions (NVQ)	PHSPMHP	Mental Health Programs
Other Conditions (NVQ)	PHSPMHRF	Mental Health Rehab Facility
Other Conditions (NVQ)	PHSPMTER	Medical Terminology
Other Conditions (NVQ)	PHSPNPSY	Neuropsychology
Other Conditions (NVQ)	PHSPNUR	Nursery
Other Conditions (NVQ)	PHSPOH	Occupational Health
Other Conditions (NVQ)	PHSPOR	Operating Room
Other Conditions (NVQ)	PHSPPCC	Poison Control Center
Other Conditions (NVQ)	PHSPPED	Pediatrics
Other Conditions (NVQ)	PHSPPMED	Paramedic
Other Conditions (NVQ)	PHSPPNT	Perioperative Nurse Training
Other Conditions (NVQ)	PHSPPRC	Progressive Care
Other Conditions (NVQ)	PHSPPSY	Psych
Other Conditions (NVQ)	PHSPQI	Quality Improvement
Other Conditions (NVQ)	PHSPRHSP	Care/Rehab Hospital
Other Conditions (NVQ)	PHSPSPY	Special Program Youth
Other Conditions (NVQ)	PHSPSRG	Medical Surgical
Other Conditions (NVQ)	PHSPSTD	Std
Other Conditions (NVQ)	PHSPSTDW	STD Control - Women's
Other Conditions (NVQ)	PHSPSUBA	Substance Abuse
Other Conditions (NVQ)	PHSPTCC	Trauma Care Coordinator
Other Conditions (NVQ)	PHSPTOX	Toxics
Other Conditions (NVQ)	PHSPTRMR	Trauma Registry
Other Conditions (NVQ)	PHSPUMLH	Um/Lhh
Other Conditions (NVQ)	PHSPUMMC	Um/Sfghmc
Other Conditions (NVQ)	PHSPURIC	UR/Infect control
Other Conditions (NVQ)	PHSPURQI	Ur/Qi
Other Conditions (NVQ)	PHSPWH	Women's Health
Other Conditions (NVQ)	SEIUGRNT	SEIU Training Grant
Specialty codes begin with SP		
Other Conditions (NVQ)	SPA&MCAT	AACRZ & MARC format cataloging
Other Conditions (NVQ)	SPADM	Administration
Other Conditions (NVQ)	SPADML	Administration/Legislative
Other Conditions (NVQ)	SPADS	Adult Services
Other Conditions (NVQ)	SPAHTRN	Appeals, handbook training
Other Conditions (NVQ)	SPALLSTF	All programs but Staff Dvlpmnt
Other Conditions (NVQ)	SPANMLS	Animal Science Specialty
Other Conditions (NVQ)	SPASSR	Assessor Specialty
Other Conditions (NVQ)	SPBGTA	Budget Analysis
Other Conditions (NVQ)	SPCALW	Calworks specialty
Other Conditions (NVQ)	SPCCMACH	Cable Car Machinery knowledge
Other Conditions (NVQ)	SPCLN	Classification
Other Conditions (NVQ)	SPCMPTR	Computer Knowledge
Other Conditions (NVQ)	SPCOMP	Compensation
Other Conditions (NVQ)	SPCTADM	Contract Administration
Other Conditions (NVQ)	SPCTCNST	Est. Construction Contract
Other Conditions (NVQ)	SPEMERG	Emergency response within 1 hr
Other Conditions (NVQ)	SPEMSRV	Employment services
Other Conditions (NVQ)	SPEQT	Equities
Other Conditions (NVQ)	SPEXAM	Examinations

PeopleSoft Special Conditions that have been previously approved

SpecCond Category	Special Condition Code	Description
Other Conditions (NVQ)	SPFA	Financial Analysis
Other Conditions (NVQ)	SPFAFI	Financial Analysis Fixed Inc.
Other Conditions (NVQ)	SPFAGRNT	Financial Analysis, Fed Grants
Other Conditions (NVQ)	SPFCS	Family & Children Services
Other Conditions (NVQ)	SPFRED	Fred
Other Conditions (NVQ)	SPGASS	Gen. Assistance/Soc. Security
Other Conditions (NVQ)	SPGTRAN	General Transportation
Other Conditions (NVQ)	SPHSPFM	Hospital Finance Mgmt.
Other Conditions (NVQ)	SPINCM	Income Maintenance Prog
Other Conditions (NVQ)	SPINPIER	Inspect pier from boat
Other Conditions (NVQ)	SPINSP	Interpreter Services Spanish
Other Conditions (NVQ)	SPINVG	Investigation
Other Conditions (NVQ)	SPJAILEN	Jail Environment
Other Conditions (NVQ)	SPJAILMS	Jail Medical Services
Other Conditions (NVQ)	SPJOBD	Job developer
Other Conditions (NVQ)	SPLABREL	Labor Relations
Other Conditions (NVQ)	SPLCSV	Libr Chld/Youth Srvs
Other Conditions (NVQ)	SPLIBSV	Library Service Knowledge
Other Conditions (NVQ)	SPLPA	Legislative & Policy Analysis
Other Conditions (NVQ)	SPNUTRP	Nutrition Program
Other Conditions (NVQ)	SPOAA	Older Americans Act, Title III
Other Conditions (NVQ)	SPOPHCE	Oper. Heavy Construct. Equip.
Other Conditions (NVQ)	SPOPS	Operations
Other Conditions (NVQ)	SPPAES	PAES Specialty
Other Conditions (NVQ)	SPPFS	Patient Financial Svcs
Other Conditions (NVQ)	SPPRMT	Permit Processing & Issue
Other Conditions (NVQ)	SPRVEH	Revenue Enhancement Specialty
Other Conditions (NVQ)	SPSCED	Science Education specialty
Other Conditions (NVQ)	SPSEQUIP	Operate spreader equipment
Other Conditions (NVQ)	SPSERVP	Service Program
Other Conditions (NVQ)	SPSRINFO	Senior info & referral
Other Conditions (NVQ)	SPSUBAC	Substance abuse counselor
Other Conditions (NVQ)	SPSUP	Supervisory
Other Conditions (NVQ)	SPTAX	Tax specialty
Other Conditions (NVQ)	SPTESS	TESS system knowledge
Other Conditions (NVQ)	SPTOXIC	Toxicology specialty
Other Conditions (NVQ)	SPTRAIN	Training specialty
Other Conditions (NVQ)	SPVEHTRK	Use Motor Grader & Track Vehs.
Other Conditions (NVQ)	SPWAGESL	Wage Salary
Other Conditions (NVQ)	SPWP	Wordprocessing
Other Conditions (NVQ)	SPYGC	Youth guidance center
Other Conditions (NVQ)	WELD2	WELD2
Other Conditions (NVQ)	WKCN25FT	Height 25'+, under pier, boats
Other Conditions (NVQ)	WKCNHIV	Work with HIV patients
Other Conditions (NVQ)	WKCNHVTS	2000 V DS or 230,000 AC V
Other Conditions (NVQ)	WKCNPOST	Post Position
Other Conditions (NVQ)	WKCNSLPS	Steep slopes w/ropes
Other Conditions (NVQ)	WKCNTRAV	Willingness to travel overnite
Other Conditions (NVQ)	WKCNTRF	Traffic & Spray Painting
Other Conditions (NVQ)	WKCNWLK	Walking a great deal

PeopleSoft Special Conditions that have been previously approved

SpecCond Category	Special Condition Code	Description
Tests		
Test	1022_25	Typing 25 wpm
Test	1022_30	Typing 30 wpm
Test	1022_35	Typing 35 wpm
Test	BCKGRD	Background clearance required
Test	BGCUSTOM	Bckgrnd & US customs clearance
Test	BGJAIL	Maintain Bckgrd jail clearance
Test	DMVPO	DMV record req'd upon referral
Test	HVYPWK	Heavy physical work
Test	INSAUTO	Insurable by dept auto policy
Test	MSFTEQ	Meet medical & safety reqm't
Test	SHND	Shorthand
Test	SHND100	Shorthand 100 wpm
Test	SHND110	Shorthand 110 wpm
Test	SPMP	Meet SPMP requirement
Test	WGT	Heavy lifting
Test	WGT100BD	Lift dead bodies 100 lbs
Test	WGT125BD	Lift dead bodies 125 lbs
Test	WGT175BD	Lift dead bodies 175 lbs
Test	WGT200BD	Lift dead bodies 200 lbs
Test	WGT25	Heavy lifting 25 lbs
Test	WGT30	Heavy lifting 30 lbs
Test	WGT35	Heavy lifting 35 lbs
Test	WGT40	Heavy lifting 40 lbs
Test	WGT50	Heavy lifting 50 lbs
Test	WGT55	Heavy lifting 55 lbs
Test	WGT60	Heavy lifting 60 lbs
Test	WGT70	Heavy lifting 70 lbs
Test	WGT75	Heavy lifting 75 lbs

Tips on searching for a Special Condition

To search for a special condition code you can:

Search by one of the Special Condition Categories

Search for a Special Condition Code or part of the Code

Reminder: Special Conditions that are unique to Public Health have codes beginning with PH

Specialty codes begin with SP

Experience requirement codes begin with EX

Search with a combination of Category and Code

For example if you want to add a Language, you would choose Language from the Special Condition Category drop down menu and push the search button. From the resulting list you would select the language.

If you are searching for the specialty of Activity Leader in Public Health, you would enter PHSP in the Special Condition search box and push the search button. From the resulting list you would select Activity Leader Push/Pull WhCh.

If you are looking for a Classification specialty you would type in SP in the Special Condition search box, choose Other Conditions (NVQ) from the Special Condition Category drop down menu and push the search button. From the resulting list you select Classification.

As you become familiar with the Special Condition Codes, you can enter them directly into the Special Condition box on the requisition panel.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 37 - 99

BOX 41 M-2 * A-1 *
PUBLIC LIBRARY - MAIN LIBRARY
GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102

Date: September 3, 1999

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

DOCUMENTS DEPT.
SEP 07 1999
SAN FRANCISCO
PUBLIC LIBRARY

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - SUCCESSSOR CLASS**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990 and the successor class assignment provision contained in the International Federation of Professional and Technical Engineers, Local 21 Memorandum of Understanding (Article 1.A.), the following new classification is hereby assigned to a bargaining unit represented by Local 21. The successor assignment is effective ***September 18, 1999***.

Classification	Unit Assignment	Certified Representative
8167 Parking Hearing Examiner	8 – J	Intl. Federation of Professional & Technical Engineers, Local 21 (EGC:0021)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

(over)

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Anita Sanchez at 252-3254 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Anita Sanchez, CSC
Harold Guetersloh, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
Yuchih Lee, Health Service System
chron file

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 38-99

DOCUMENTS DEPT
SEP 07 1999
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DATE: September 3, 1999

TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: ANNOUNCEMENT OF AN EMPLOYMENT REGISTER PROCESS FOR JOB CODE(S): 1244 SENIOR PERSONNEL ANALYST.

NOTE: PLEASE DISTRIBUTE TO ALL MANAGERS IN UNITS THAT MAY UTILIZE THE JOB CODE(S).

The Department of Human Resources is pleased to announce the employment register process for class 1244 Senior Personnel Analyst. The continuous announcement will require applicants to submit a City and County of San Francisco employment application, verification of experience and/or education and a Skills/Experience Checklist. On an ongoing basis, the DHR analyst will review the applications for minimum qualifications and place qualified candidates on the employment register. Candidates remain on the register for 12 months and will be removed from the register when their duration expires. Candidates not selected during their 12 month duration may reapply.

Referral Request

Departments wishing to fill permanent vacancies must submit an Employment Register Referral Request via cc:Mail, Internet e-mail, or regular mail to the Department of Human Resources, Employment Register Programs, 44 Gough Street. On this form departments should indicate the most critical experience and skills necessary for the position. The Department of Human Resources will match this information with data in the Employment Register and will forward an Employment Register Referral Report, via e-mail, to an authorized staff person. This report will include the names, addresses and telephone numbers of only those candidates in the register whose profile matches the Departments skills and experience checklist.

Departmental Selection Procedure

Upon receipt of the Employment Register Referral Report, departments must contact candidates and conduct a defensible, job-related selection process in consultation with the Department of Human Resources. Departments should require documents such as copies of the City and

County Application, resumes, verification of experience, supplemental applications, or other documentation for use in the departmental screening process.

Examination exercises or interview questions must be directly linked to the critical knowledge, abilities and skills identified in the job analysis conducted for this class. This information may be obtained from the Department of Human Resources by contacting your MSS liaison.

In accordance with established procedures, departments are responsible for ensuring equal employment opportunity and workforce diversity. The appointing authority must create and retain appropriate records of the administration of the selection process, including all documents related to the selection. Based on these records, the appointing authority must be able to articulate why a particular candidate has been selected over other candidates in order to be prepared for audits, grievances, discrimination complaints, and litigation.

Employment Register Referral Response

After selecting a candidate to fill a vacancy, departments may make a conditional offer of employment. If the candidate accepts the position, the department must submit an Employment Register Response form to the Department of Human Resources, Employment Register Programs, to provide the information needed to place the candidate on an eligible list. By signing this response form, the appointing officer is certifying that the department has selected a qualified candidate for permanent hire. After the eligible list has been posted and adopted, the DHR Referral Unit will send a Referral Notice to the department listing the eligible and the certification date for the department file and appointment processing notice. Departments will not be required to submit a response to the Referral Office.

Authorization to Receive Employment Register Referral Report

In order to assure a quick response to departmental Referral Request forms, please complete and return the PERSONS AUTHORIZED TO RECEIVE MAIL/MERGE DOCUMENT OF EMPLOYMENT REGISTER REFERRAL REPORT. It is important to keep this information current with DHR. If you already have a form on file for Clerical, I.S., or Administrative Analyst, you do not need to submit another one.

City and County of San Francisco

Department of Human Resources

1244 SENIOR PERSONNEL ANALYST EMPLOYMENT REGISTER REFERRAL REQUEST

DEPARTMENT: _____ SEND REGISTER TO (CONTACT NAME): _____

PHONE: _____ DATE OF REQUEST: _____ CONTACT TITLE: _____

Instructions: This form will be used as a screening device to produce your requested employment register referral report. You may check up to a total of 15 boxes listed below that match the MOST ESSENTIAL knowledge, skills, and abilities necessary for this position. If you utilize this screening device, only the names of candidates in the register who match the items you checked will be included. If you would like the names of all candidates in the employment register, check the first box and leave the rest of the form blank. Register referrals will be transmitted to your department via cc:Mail as MS Excel (mail merge/data format) files.

- ❑ REFER ALL CANDIDATES IN REGISTER

EXPERIENCE

- ❑ Interpret and implement human resources policies and procedures
- ❑ Analyze complex human resource issues
- ❑ Maintain position control/tracking systems
- ❑ Supervise payroll functions
- ❑ Administer contracts for professional services
- ❑ Resolve employee grievances/complaints
- ❑ Review and approve personnel hiring transactions
- ❑ Provide consultation to management regarding human resources issues
- ❑ Provide information on employee benefits
- ❑ Coordinate performance appraisal program
- ❑ Monitor employee disciplinary actions
- ❑ Administer drug-testing program
- ❑ Monitor employees' leaves of absence in compliance with federal, state and local regulations, including FMLA
- ❑ Implement and interpret EEO laws and guidelines
- ❑ Investigate and resolve discrimination and/or harassment complaints
- ❑ Conduct job analyses
- ❑ Develop and administer recruitment plans and selection devices such as interview questions, written tests, and performance tests
- ❑ Conduct and interpret statistical analyses of test results
- ❑ Review and allocate positions to job codes
- ❑ Conduct salary surveys
- ❑ Prepare job descriptions
- ❑ Identify resource needs and prepare budget proposals
- ❑ Interpret and administer compensation and other economic provisions of policies, ordinances and labor contracts
- ❑ Monitor compliance with Fair Labor Standard Act
- ❑ Review, interpret and process pay differentials, premiums, and bonuses
- ❑ Monitors safety and accident programs to reduce workers' compensation costs
- ❑ Monitors workers' compensation claims for compliance with federal, state and local laws
- ❑ Participate in labor union mediation and negotiations
- ❑ Investigate and mediate unfair labor practice charges
- ❑ Coordinates meet and confer sessions with labor representative over a variety of issues

COMPUTER SKILLS

Operating System
- ❑ Windows
- ❑ Mac

Word Processing Programs
- ❑ MS Word
- ❑ Wordperfect

Graphics/Presentation Programs
- ❑ Power Point
- ❑ Freelance

Database/Spreadsheet
- ❑ Lotus 1-2-3
- ❑ Excel
- ❑ Filemaker Pro
- ❑ Paradox
- ❑ Access
- ❑ QuatroPro

Other Computer Skills:
- ❑ e-mail
- ❑ internet research
- ❑ SPSS

Human Resource Information Systems
- ❑ PeopleSoft
- ❑ Sigma Test Management

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

EMPLOYMENT REGISTER RESPONSE FORM

Department Name	Department #	Date Issued

Departmental Use: (fill in all required information)		DHR/MSS Use	✔
Name of Candidate			
SSN			
Job Code (class)			
Requisition No.			
DHR RQ No.			
Tentative Start Date			

This department has selected the above named candidate to be placed on an eligible list for permanent hire and has verified that the candidate has met the minimum qualifications for the position. I understand that the submission of this form confirms this department's selection of this eligible, and that the Department of Human Resources will be sending a Referral Notice listing this eligible and the certification date.

SIGNATURE OF APPOINTING OFFICER OR AUTHORIZED DESIGNEE

PRINT OR TYPE NAME AND TITLE

SIGNATURE

DATE

TELEPHONE

DEPARTMENT OF HUMAN RESOURCES USE ONLY

MERIT SYSTEM SERVICES

LIST # _____

LIST ID #_____ ISSUED: _____

LIST POSTED: _____

ADOPTION DATE: _____

BY: _____ DATE: _____

REFERRAL UNIT
REFERRAL CLERK :
DATE REFERRAL ISSUED:
REFERRAL ID#:

ERP-ERR1 (rev 1/99)

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

PERSON(S) AUTHORIZED TO RECEIVE MAIL/MERGE DOCUMENT OF EMPLOYMENT REGISTER CANDIDATES

As part of the Employment Register process, the Merit System Services/Employment Register Programs staff will forward a "mail/merge" document containing names and addresses of the candidates in the employment registers to departments via cc:mail. The departments may use this "mail/merge" document to facilitate written contact with the candidates.

In order to preserve confidentiality, we are requesting each department to designate the person(s) authorized to receive this merge document.

Name-as listed in cc:Mail or Name and Internet Address	**Contact 1:**	**Contact 2:**
Class/Title		
Telephone Number		

Name-as listed in cc:Mail or Name and Internet Address	**Contact 3:**	**Contact 4:**
Class/Title		
Telephone Number		

Name-as listed in cc:Mail or Name and Internet Address	**Contact 5:**	**Contact 6:**
Class/Title		
Telephone Number		

(Print Name) _____ Signature _____

Department _____ Date _____

The Employment Register Programs staff will send information only to the authorized name(s). You may designate more than one person to receive this document. We have provided space for up to six recipients/contacts. You may use additional forms to authorize additional staff, if so required. Please update this authorization as staffing changes occur in your office to avoid any delays in receiving this information.

Please send the original completed form to Department of Human Resources, Employment Register Programs, 44 Gough Street, San Francisco, CA 94103. Keep a copy for your department records.

ERP-ERA1 (rev 7/99)

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

Date: September 17, 1999

To: Departmental Personnel Officers
Personnel Analysts
Personnel and Payroll Clerks

From: Michele Modena
Deputy Director for Administration

Ray Wong
Deputy Director for Information Services

DOCUMENTS DEPT.
SEP 20 1999
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Subject: Changes in the Job Requisition Process

Use of the new HRMS system to electronically submit, process and approve requisitions has improved the flow of work between the Controller's Office, the Mayor's Office and DHR. We have received positive feedback from departments regarding the immediate e-mail notification upon approval (or rejection) of requisitions. There are some changes to the requisition process necessitated by the system operation that you need to be aware of:

Declared Permanent (DP) Requisitions – No End Date: **Do not submit a Requisition Modification (#2) to Extend Time for DP requisitions.** As was stated in the DHR Memo #31-99 there is no longer an end date (duration) for DP requisitions. DP requisitions that were active and converted from our previous system also have no end date.

Requisition Modification to Change Type: **Do not submit a Requisition Modification (#4) to Declare Permanent or Change Type.** You previously were allowed to use a Requisition Modification to change a DP requisition to P (permanent) upon classification of the position. In our new HRMS we cannot alter the type of requisition once it has been approved. Therefore, you should continue to use the DP requisition, which can be filled with a PCS incumbent, until such time as you need to replace it with a P requisition (*i.e.*, the permanent incumbent vacates the position).

Requisition Modification to Change Funds: **Do not submit a Requisition Modification (#3) to Change Funds on any requisition.** Once a requisition is approved, no funding changes can be made. If a department must make a funding change, there are two options: a) reflect the new funding source in internal department records; or, b) submit a new requisition to reflect the new funding source, if absolutely necessary.

Reassignment of an Employee to a Different Requisition: DHR policy continues to be that reassignment of an employee from one requisition to another may be indicated on the new requisition if all the following conditions are met: 1) there is no change in the type of appointment; 2) the requisition type is consistent with the appointment type (*i.e.*, PCS employee to P or DP requisition, PE employee to PE requisition); and 3) there is no increase in the work schedule for a provisional employee (*i.e.*, cannot increase from PT to FT, or from school term to full term). If you submit a reassignment on a requisition include the name, appointment status and SSN of the employee to be reassigned in the space provided (hard copy or PS panel).

For an increase in the work schedule of a permanent employee (*i.e.*, PT to FT or School Term to Full Term) the provisions of the applicable MOU must have been fulfilled. On-line PeopleSoft users may utilize the 'Detail' field of the 'Hold For' section of the requisition to indicate that a reassignment under the MOU will be made to this requisition. In all cases, you must also submit a Separation Report (SR) for these reassignments.

No Reassignment of Permanent Employee on Leave to Another Requisition in the Inactive Job Code: **See DHR Memorandum 30-99 on this item.** Do not submit a requisition or requisition modification to reassign a PCS employee in the job code (class) from which that employee is on leave (inactive job code).

Review and Cancellation of Open Requisitions: **Review DHR Memo #35-99, dated August 4, 1999 for details.** You have been sent an inventory of open requisitions in the PeopleSoft HRMS. Some of these requisitions may no longer be valid for your department. Consequently, we have asked that you review the inventory of requisitions for your department to determine their validity and to request cancellations if necessary.

Use a Requisition Modification form to submit cancellation of other approved requisitions that do not appear on the inventory of open requisitions. If a requisition has been submitted in HRMS, but has not yet been approved ("Pending"), you may contact one of the required approvers and have the requisition "Rejected", thus avoiding the need to cancel.

Request of New Special Conditions: **See the memo dated September 2, 1999, from Linda Marini for details.** To submit a requisition with a special condition that is not on the list of existing special condition codes, use the code "NEW".

For questions on the following contact:

Requisitions Status	Joyce Phipps via cc:Mail
Special Conditions	MSS Analyst (or 557-4923 if you don't know your analyst)
Reassignments	Referral Unit (557-4819)
Cancellations	Referral Unit (557-4818)

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 39 - 99

BOX 41 M-2 * A-1 *
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Date: September 17, 1999

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***October 2, 1999.***

Classification	Unit Assignment	Certified Representative
9924 Public Service Aide - Health Services	4 – B	United Public Employees, Local 790, SEIU (EGC:0790)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

(over)

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SEP 20 1999

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any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Anita Sanchez at 252-3254 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Anita Sanchez, CSC
Harold Guetersloh, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
Yuchih Lee, Health Service System
chron file

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 40- 99

BOX 41 M-2 * A-1 *
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Date: September 24, 1999

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***October 2, 1999.***

Classification	Unit Assignment	Certified Representative
1378 Special Assistant XIX	M-SA	Municipal Executives' Assoc.(MEA) (EGC:0351)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

(over)

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cc: Kate Favetti, CSC
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Ann Sommercamp, Health Service System
Yuchih Lee, Health Service System
chron file

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 41-99

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OCT 27 1999

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Date: October 19, 1999

To: Department Heads
Departmental Personnel Officers
Payroll and Personnel Representatives

From: Andrea R. Gourdine
Human Resources Director

Subject: **Christmas and New Year's Holidays 1999/2000**
Observed Holiday Staffing and Compensation

This year Christmas and New Year's fall on Saturday. This memo is intended to describe compensation requirements for personnel assigned to work on December 24, 1999 and December 31, 1999, and for those who actually work on the legal holidays.

Per the Administrative Code (Sec 16.4), city offices must remain open on December 24 and December 31. Employees who are assigned to work on either of these dates will be paid regular, straight time wages, and will be granted an in-lieu holiday at a later time to be scheduled by mutual agreement with the appointing officer.

Employees regularly scheduled to work on December 25 or January 1 either receive the day off with pay, or receive holiday compensation.

Employees required to work on December 25, 1999 or January 1, 2000 receive compensation as provided in the appropriate labor contract.

Employees assigned to seven-day operation departments and employees working a five day workweek other than Monday through Friday are allowed another day off if the legal holiday falls on one of their scheduled days off. Employees whose schedules are changed because of shift rotations are also allowed an in-lieu day off if the legal holiday falls on one of their days off. However, no employee may receive holiday pay for both Friday and Saturday.

For further questions, please contact Janet Bosnich-Seijas, Compensation Manager or Carole Van Dyke, Senior Personnel Analyst, Employee Relations Division at 557-4990.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR NO. 42-99

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DATE: October 26, 1999

TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Family Medical Leave Act Semi-Annual Summary**

The Department of Labor requires employers to maintain Family Medical Leave Act (FMLA) records in accordance with the record keeping requirements of section 11 (c) of the Fair Labor Standards Act (FLSA). Department of Human Resources (DHR) FMLA training held in September 1998 reviewed these requirements. Two Excel spreadsheets were developed to assist departments in record keeping and reporting FMLA Leave information. In December 1998, DHR sent out an e-mail containing these references:

1) Instructions for the FMLA Log and Summary Sheets,
2) FMLA Semi-Annual Summary (to be completed by each department and mailed to DHR's Internal Services Unit), and
3) FMLA Annual Log (for individual department's use).

Attached are copies of these references. The FMLA Semi-Annual Summary is for the period April 1, 1999 – September 30, 1999.

Each department is required to complete and submit to DHR's Internal Services Unit the FMLA Semi-Annual Summary in April and October of each year. Upon receipt of these summaries, DHR will compile the citywide statistics required by the Department of Labor.

The FMLA Semi-Annual Summary for the period April 1, 1999 – September 30, 1999 is due on Friday, November 19, 1999. Please mail the completed summary to Elma Young, DHR's Internal Services Unit, 44 Gough Street (Department #33).

E-mail attachments are available by contacting Elma Young at 557-4926. If there are questions regarding the forms, instructions, or procedures, please contact the DHR Internal Services analyst for your department: Gilda Cassanego at 557-4859; Jose Lebron at 557-4856; or Pat Sayrafi at 557-4848.

Thank you for your cooperation.

Attachments

Subject: **FMLA Log and Summary Sheets on Excel Spreadsheets**

Two Excel spreadsheets were developed to assist your department in record keeping and reporting FMLA leave information. The FMLA Annual Log will allow you to enter and track FMLA leave usage of individual employees for your department's records. Your department completes and submits the FMLA Semi-Annual Summary to DHR on a semi-annual basis.

FMLA Annual Log: All requests received during the year, beginning October 1, 1998, can be recorded on this log. We are sending it to you with the file name: FMLA log.xls.

Under the title, enter the beginning and end dates of the annual reporting period. Enter your department name and number. You may make additional copies of the sheet to use for separate divisions or bureaus.

For each request, enter the employee's name. Entering the employee's last name first will allow you to sort this column alphabetically by last name at anytime. Add the employee's job class and regular hours worked per pay period.

If a request for FMLA leave is denied, use the column "Reason Denied" and enter the code number from the legend at the bottom of the sheet.

If a request for FMLA leave was approved, use the remaining columns to record the dates, hours used, reason for the request (enter the code letter from the legend at the bottom of the sheet), whether a FMLA 2 Certification of Health Care Provider form was received, and, when applicable, if an extension was approved or denied.

FMLA Semi-Annual Summary: This sheet is the report that your department completes and submits to DHR Internal Services in April and October of each year. DHR will compile the citywide statistics for the Department of Labor. This file has the name FMLAsummary.xls.

Under the title, the report period should indicate the six-month period: October through March, or April through September; and the correct year.

Complete the department name and number. If you compile the report by divisions or bureaus in your department you may make additional copies to use for the separate divisions or bureaus.

Use the total approvals and denials fields to record all the requests received, and the reasons for the approval or denial of each. The reason codes are from the legend on the Annual Log sheet (see above). The total number of requests received in the report period will be computed and entered from the number of approvals and denials.

Your departmental Human Resources Manager must sign the form, and the person entering/compiling the information should print or type his/her name and phone number.

Send the original to DHR, Dept.# 33, Internal Services and keep a copy in your department's files.

Questions on the FMLA Policy and Procedures should be directed to your department's DHR Internal Services analyst. If you do not know your analyst's name please call 557-4829.

12/7/98

FMLA Semi-Annual Summary
April 1, 1999 – September 30, 1999

Department Name _____
Department Number _____
Division/Bureau _____

Total number of requests _____

Total approvals = _____
Number of a = _____
Number of b = _____
Number of c = _____
Number of d = _____

Total denials = _____
Number of 1 = _____
Number of 2 = _____
Number of 3 = _____
Number of 4 = _____

Signature of Human Resources Manager _____

Print Name and Phone Number of Person Completing Report:

_____

Send original to DHR #33, Internal Services
cc: Department's FMLA file

FMLA ANNUAL LOG
October 1998 - October 1999

Department Name _____ **Department#** _____ **Division/Bureau** _____

Employee Name (Last, First)	Class	Regular Hrs per PP	Reason Denied (1,2,3,4)	FMLA Start Dat	FMLA End Date	FMLA Hrs Used	Reason (a,b,c,d)	FMLA 2 rec'd (Y/N)	Extension appvd/denied

Reason for denial of request:
1) Employee exhausted FMLA Leave entitlement for the 12-month rolling period
2) Reason for the request is not covered by FMLA
3) Employee failed to provide required documentation/certification, or documentation/certification is incomplete
4) Employee was not eligible for FMLA Leave at the time of the request

Reason for the request. Eligible employees may apply for FMLA Leave under the following circumstances:
a) Birth of the employee's child and to care for the newborn child.
b) Placement with the employee of a child for adoption or foster care; and to care for the newly placed child.
c) To care for an immediate family member because such family member has a serious health condition.
d) Employee's own serious health condition that makes the employee unable to perform the functions of his/her position, including an on-the-job injury or illness.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 43-99

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Date: November 15, 1999

To: Departmental Personnel Officers
Personnel Representatives
Payroll Clerks

From: Andrea R. Gourdine, Director
Department of Human Resources

Subject: **Clarification of Salary Step Increments under the SEIU Memorandum of Understanding– Section 54.4**

The City has recently settled a grievance filed by SEIU Locals 250, 535 & 790 on behalf of its members which alleged the City had improperly applied the contractual provision of the 1994-1997 MOU regarding step increases for full time provisional employees with permanent status in another classification.

This memo is intended to remind payroll personnel how to correctly apply the salary step increment provision of the current SEIU contract. The MOU allows for full time provisional employees with or without permanent status to receive annual salary step increments based on length of service in their current classification. After six months of continuous service, employees appointed at step one are eligible to advance to the second step in the salary grade. These employees are eligible for subsequent salary step increments on the anniversary date of the first increment until they reach the fifth step of the salary grade. Non-permanent employees who received salary increments and subsequently become permanent, receive additional salary step increments on the anniversary date of the **first increment**.

The City's long standing practice of step increment advancement remains unchanged with regard to appointment at step one of a salary grade. Whether an employee is appointed permanent or provisional, advancement to **step two** occurs following six months or the equivalent of 1040 hours of service. Advancement beyond step two requires completion of one year or the equivalent of 2080 hours of service. **Appointment at any step other than step one requires completion of one year of service (2080 hours) before advancing to the subsequent salary steps**.

The following examples provide precise details for further clarification on the proper application of Salary Step Increments under the current SEIU Locals 250, 535, and 790 Memorandum of Understanding (July 1, 1997 – June 30, 2000).

Scenario 1:

The Department of Building Inspection appointed a provisional, full-time 1840 Jr. Management Assistant to step 3 of the salary grade on November 23, 1996. The individual continues to work provisionally, full-time. When is this employee eligible for a step increment?

Job Code	Appt Status	Salary Grade	Step Placement	Date	**Answer:** **Next Increment(s)**
1840	PV/FT	54.60	Step 3 ($1450 b/w)	11/23/96	**Step 4 on 11/23/1997** **Step 5 on 11/23/1998**

Scenario 2:

A 3280 Assistant Recreation Director employed by the Recreation & Park Department since July 4, 1996, in a temporary, full-time position at step 1 of the salary grade. The employee transitioned to permanent (PCS) status in this class effective February 15, 1998. When is this employee eligible for a step increment?

Job Code	Appt Status	Salary Grade	Step Placement	Date	**Answer:** **Next Increment(s)**
3280	PV/FT	50.50	Step 1 ($1083 b/w)	7/4/96	**Step 2 on 1/4/1997***
Transitioned to PCS/FT on 2/18/1998					**Step 3 on 1/4/1998**
* *Non-permanent employees who receive a salary step increment and thereafter become permanent, shall receive subsequent salary increments on the anniversary date of the first increment until they each the 5th step.*					**Step 4 on 1/4/1999** **Step 5 on 1/4/2000**

Scenario 3:

A permanent 1424 Clerk Typist at step 5 is on temporary leave to a provisional, full-time position in Class 1426 Senior Clerk Typist at step 3 of the salary grade (effective December 1, 1994). When is this employee eligible for a step increase?

Job Code	Appt Status	Salary Grade	Step Placement	Date	***Answer:*** **Next Increment(s)**
1424	**Step 5 on temporary leave to class 1426**				
1426	PV/FT	50.30	Step 3 ($1180 b/w)	12/1/1994	**Step 4 on 12/1/1995** **Step 5 on 12/1/1996**

Scenario 4:

A 1424 Clerk Typist hired temporary exempt "**as-needed**" by the Department of Human Services at step 1 on July 1, 1998. The Department continued to regularly schedule the employee as full time. The employee met the 1040-hour benefit eligibility threshold on February 1, 1999. Subsequently on February 20, 1999, the employee transitioned to a permanent, full-time 1424 Clerk Typist position in the same department. When is this employee eligible for a step increment?

Job Code	Appt Status	Salary Grade	Step Placement	Date	**Answer: Next Increment(s)**
1424	TE/AN	51.65	Step 1 ($1144 b/w)	7/1/98	**After meeting1040-hr. benefit threshold, advanced to Step 2 on 2/1/1999**
1424	PCS/FT	51.95	Step 2 ($1217 b/w)	2/28/1999	**Step 3 on 2/1/2000 Step 4 on 2/1/2001 Step 5 on 2/1/2002**

If you have further questions, please contact Compensation Program staff at 557-4990.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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12/14/99

MEMORANDUM
DHR No. 44-99

BOX 41 M-2 * A-1 *
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Date: December 14, 1999

To: Appointing Officers
Personnel Officers
Personnel Representatives

From: Andrea R. Gourdine
Human Resources Director

Subject: **New Year/Millennium Assignments and Suspension of the "Z" symbol**

We have received inquiries from several departments with regard to suspension of the "Z" symbol for New Year's Eve, New Year's Day, and other overtime assignments related to Y2K projects, the millennium, and New Year's activities.

In general, the "Z" symbol identifies classifications that are professional, administrative, or executive. These classifications are not normally eligible for paid overtime. The Annual Salary Ordinance (ASO) allows for suspension of the "Z" symbol under very limited circumstances, generally involving emergency or related situations which could not normally be anticipated or regularly staffed.

Although departments have been advised to provide special staffing for the New Year/Millennium period, we do not anticipate a catastrophic event. Therefore, requests to suspend the "Z" symbol will not be considered for New Year/Millennium assignments at this time. If, in fact, a catastrophic event does occur, we will review requests for the payment of overtime compensation that may justify suspension of the "Z" symbol.

In assigning "Z" classification staff for this period, please advise them that they should not expect to receive pay for overtime work. However, depending on the provisions of the MOU that govern the respective classes, the employees may be eligible for compensatory time.

If you have further questions regarding this policy, please contact Janet Bosnich (557-4920) or B. J. Dix (557-4845).

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Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 45-99

Date: December 14, 1999

To: Departmental Personnel Officers
Departmental Personnel Staff
Personal Services Contract (PSC) Coordinators
Designated Departmental Representatives (DDR, Dept of Transportation)

From: Andrea R. Gourdine
Human Resources Director

Subject: **Internal Services Staff and Assignments**

Several staffing changes have occurred within the Internal Services unit of the Administrative Services Division. Lincoln Mah and Cynthia Hamada are no longer with Internal Services. Jose Lebron has joined Gilda Cassanego and Patricia Sayrafi as a Senior Personnel Analyst with Vernon Nulph managing the unit under Michele Modena's (Deputy Director) supervision. Internal Services staff is supported by Stephanie Chan and Elma Young.

The three Senior Personnel Analysts in the unit continue to be assigned specific departments in multiple functional areas. They will provide advice and review departmental requests and actions in the following areas:

- Disciplinary Separations and Suspensions
- Restrictions on Future Employability
- Personal/Professional Services Contracts
- Drug and Alcohol Testing Program (for departments subject to DOT regulations)
- Requests for Leave including the Family Medical Leave Act
- Review of Requests for Medical Examinations
- Other In-Service Issues and Questions

Please consult with the senior analyst assigned to your department for advice on policies and procedures in the above-listed areas. (The staff assignments are noted on the reverse side of this memorandum.)

Please consult with your **MSS staff analyst** regarding requisitions, position classification, recruitment, selection and examinations.

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DEC 16 1999

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DHR ADMINISTRATIVE SERVICES
INTERNAL SERVICES UNIT
Departmental Assignments for Senior Analysts

Gilda Cassanego 557-4859		*Jose Lebron* 557-4856		*Patricia Sayrafi* 557-4848	
05	Public Defender	03	City Attorney	01	Board of Supervisors
08	Tax Collector/Treasurer	04	District Attorney	02	Assessor/Recorder
11	Trial Courts	07	Unified School District*	09	Controller
25	Mayor's Office	12	Juvenile Probation	18	Ethics Commission
30	Civil Service Commission	13	Adult Probation	26	Commission on Aging
35	Public Transportation*	14	Community College	28	Arts Commission
38	Police	19	Building Inspection	31	Fire*
39	Port*	27	Airport Commission*	33	Human Resources
41	Public Library	29	Planning	34	Human Rights Commission
42	Recreation and Park*	36	Parking & Traffic	37	Board of Appeals
44	Retirement	45	Human Services	40	Public Utilities (incl. 32, 40, 47, 92)*
70	Administrative Services	62	Asian Art Museum	46	War Memorial
71	Real Estate	63	Law Library	48	Commission on the Status of Women
75	Telecomm. & Information Services*	72	County Agriculture	60	Academy of Sciences
77	Emergency Communications	74	Coroner/Medical Examiner	61	Fine Arts Museums
80	Elections	76	Animal Care & Control	65	Rent Arbitration Board
91	Purchasing*	79	Public Admin./Public Guardian	81, 82	Public Health (formerly 83, 85, 86, 87)*
93	Convention Facilities	90	Public Works*		
		06	Sheriff*		

* Denotes a City department that has positions subject to Department of Transportation regulations.

Internal Services Manager: Vernon Nulph (557-4849)
Support Staff: Stephanie Chan (557-4829), and Elma Young (557-4926)

December 14, 1999

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 46-99

Date: December 24, 1999

To: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

From: Andrea R. Gourdine, Human Resources Director

Subject: EXTENSION OF TEMPORARY AND TEMPORARY EXEMPT REQUISITIONS

This memorandum is to notify you that the Department of Human Resources, with agreement by the Controller's Office, have approved temporary extensions of all T (Temporary) and TE (Temporary exempt) requisitions through January 15, 2000, in order to give departments the opportunity to issue replacement requisitions against the T and TE requisition which are scheduled to expire December 31, 1999. There is therefore no need to request a requisition modification at this time. In the event that there are requisitions that you do not want extended, please send an e-mail message, with the department requisition and DHR requisition number, to Pat Pon.

This memorandum also defines the procedures that your department must do to ensure that replacement requisitions for T and TE positions, or transitions to P (Permanent) requisitions are in place by January 15th. Should replacement requisitions not be in place by January 15, 2000, the old T or TE requisition will be deemed cancelled. A cancelled requisition will mean: a) the employee's appointment is thereafter invalid; b) the ability to pay the employee may be negatively impacted; and c) the employee must be separated from City employment.

The Department of Human Resources wants to facilitate the process for your department to have valid requisitions in the system by January 15, so that there is no adverse impact on your department or to your employees. Therefore, attached for your convenience, is the list of T and TE requisitions for your department. This list includes the following: 1) requisition number; 2) job code; 3) employee name/vacancy; and 4) exempt category code. Use this list as the reference point for issuing replacement requisitions requests for T and TE appointments or P requisitions.

Submit the replacement requisitions through PeopleSoft or to your designated MSS analyst *before* January 15th. DHR has committed staff to reviewing and inputting this information through the system as soon as it is received.

If you cannot complete the necessary requisition paperwork by January 15th, please contact Linda Marini at (415) 557-4969. DHR will then evaluate the circumstances.

For your information, DHR plans on using this type of a process for T or TE requisitions that will expire in June 2000. DHR will contact you in early April with further instructions at that time.

Finally, please be reminded that provisional appointments on all types of requisitions may not exceed three (3) years pursuant to charter section 10.105.

If you have any questions, please call Michele Modena, Deputy Director, Administrative Services (557-4815) or Linda Marini.

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 2 - 2000

Date: January 7, 2000

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - SUCCESSSOR CLASS**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990 and the successor class assignment provision contained in the International Federation of Professional and Technical Engineers, Local 21 Memorandum of Understanding (Article 1.A.3.), the following new classification is hereby assigned to a bargaining unit represented by Local 21. The successor assignment is effective ***December 15, 1999.***

Classification	Unit Assignment	Certified Representative
1670 Financial Systems Supervisor	11 - A	Intl. Federation of Professional & Technical Engineers, Local 21 (EGC:0021)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

(over)

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
Harold Guetersloh, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
Yuchih Lee, Health Service System
chron file

BU-SUC-L21

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 3 - 2000

Date: January 7, 2000

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INTIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990 and Section 1.B 'Placement of New Classifications' of the Service Employees International Union (SEIU), Locals 250, 535 and 790 Memorandum of Understanding, the following new classification is hereby assigned to a bargaining unit as indicated below. The assignment is effective ***January 15, 2000.***

Classification	Unit Assignment	Certified Representative
2622 Dietetic Technician	6 – A	Hospital & Institutional Workers, Local 250, SEIU (EGC:0250)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

(over)

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
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Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
Yuchih Lee, Health Service System
chron file

BU-SEIU New Class

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 4- 2000

Date: January 14, 2000

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INTIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990 and Section 1.B 'Placement of New Classifications' of the Service Employees International Union (SEIU), Locals 250, 535 and 790 Memorandum of Understanding, the following new classification is hereby assigned to a bargaining unit as indicated below. The assignment is effective ***January 22, 2000.***

Classification	Unit Assignment	Certified Representative
8300 Sheriff's Cadet	9	United Public Employees, Local al 790, SEIU (EGC:0790)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

(over)

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
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Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
Yuchih Lee, Health Service System
chron file

BU-SEIU New Class

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DHR No. 5 - 2000

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Date: February 4, 2000

To: Department Heads
Personnel Officers
Personnel Staff

From: Andrea R. Gourdine
Human Resources Director

Subject: CHANGE IN REQUESTS FOR ORAL AUTHORIZATION

Effective on March 13, 2000, there will be a change to procedures for obtaining oral authorization (OA) numbers. An oral authorization is the required approval given by DHR for a department to make a provisional or non-civil service appointment.

Oral authorizations will be recorded in the Human Resources Management System (HRMS) only when the department has prepared and submitted appointment processing forms for the appointments. Appointments that are requested and approved, but not processed will not be recorded. This change will result in more accurate recording of provisional and non-civil service employments. Departments will not have requisitions appearing as filled in HRMS when they are not. Employees who do not begin the provisional or non-civil service appointments will not risk that their benefits will be automatically changed to reflect the benefits of the new appointments.

REQUESTS FOR ORAL AUTHORIZATION

The DHR/EEO Division will continue to receive and review information from departments to support requests for authorization. The DHR/EEO Division will notify departments when approval is granted to make an offer of appointment. The approval will be communicated by telephone, electronic mail or by facsimile to the authorized departmental representative, but will not include an oral authorization (OA) number.

After receiving the EEO Division approval to make an offer of employment, the department shall prepare and submit the Appointment Processing form (DHR6-12c) for the intended employee prior to having the person actually begin work. **An Appointment Number will not be issued to a department until the AP form has been received and data is recorded in the Human Resources Management System (HRMS).** Departments must send AP forms for provisional or non civil service appointments directly to the DHR EEO Division to expedite data entry.

For departments that are on-line HRMS, the appointment number will be available for look-up upon entry into the system. Departments who are not yet on-line HRMS users will be given the appointment number by telephone, electronic mail, facsimile, or by return of department's copy of the AP form.

The Controller's PPSD will not process pay warrants for appointments that do not have an appointment number, and DHR EEO will not issue any appointment numbers without the completed Appointment Processing Form.

Departments are reminded that the DHR EEO Division review and approval of provisional or non civil service selections may take up to five business days to complete. Departments are encouraged to submit requests well in advance of the anticipated start work date and prior to an offer of employment. Departments must prepare and submit the required Appointment Processing form and attachments after an offer of employment has been made and accepted and a start work date has been set.

For more information and assistance, contact Dorothy Yee at 557-4982, Winnie Tse at 557-4837, or Ellen Gunselman at 557-4832 in the DHR EEO Division.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR. No. 6 - 2000

Date: February 10, 2000

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To: Department Heads
Personnel Officers

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman, Director
Employee Relations Division

Subject: **NOTICE TO UNREPRESENTED EMPLOYEES**

The Employee Relations Division of the Department of Human Resources has scheduled two meetings to meet and confer pursuant to Charter Section A8.409.1. In order to provide notification for affected unrepresented employees, the attached memorandum is being forwarded to your office for immediate posting. Please post this Notice (attached memorandum) in locations accessible to affected unrepresented employees. Additionally, please ensure posting at applicable worksites.

For additional information, you may contact Janet Rogers at 557-4915. Thank you for your assistance and prompt attention to this request.

Attachment

Unreps-mtg notice-00.doc

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

Date: February 10, 2000

To: Unrepresented Employees Covered under Ordinance No.80-99

Through: Geoffrey L. Rothman, Director
Employee Relations Division

From: Janet L. Rogers, Senior Personnel Analyst
Employee Relations Division

Subject: **NOTICE TO MEET & CONFER PURSUANT TO CHARTER SECTION A8.409.1**

Employees in classifications not represented by a recognized employee organization are entitled to represent themselves with the City and County over wages, hours and other terms and conditions of employment to the extent required by state law and shall not be subject to the arbitration provisions of Section A8.409.4 of the Charter.

For those unrepresented employees covered under the current unrepresented ordinance (80-99) for FY 1999-2000, two meetings have been scheduled to consider forms of compensation including salaries, hours, benefits, and other terms and conditions of employment subject to approval or disapproval of the Board of Supervisors pursuant to Section A8.409.1 of the Charter.

The following dates and times have been reserved to meet with those noted, designated unrepresented employees who wish to meet and confer regarding the proposed forms of compensation specified above.

Date/Time: Wednesday, February 23, 2000 – 11:45 a.m.

AND

Wednesday, March 15, 2000 – 11:45 a.m.

Locations: Office of the Employee Relations Division
Department of Human Resources
44 Gough Street, 3rd Floor
San Francisco, CA 94103

For additional information, you may contact Janet Rogers at (415) 557-4915.

Attachment

Unreps-mtg. notice-page2-00.doc

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ATTACHMENT

LIST OF UNREPRESENTED CLASSIFICATIONS PURSUANT TO CHARTER SECTION A8.409

PLEASE NOTE: This list is based on information available at the time of distribution and is intended to be comprehensive. Questions or concerns about this list (including contentions that the list contains any inaccuracies) may be directed to Janet Rogers, Senior Personnel Analyst, Employee Relations Division, 44 Gough Street, San Francisco, CA 94103. ERD reserves the right to amend this list to ensure it is complete and contains all classifications covered by San Francisco Ordinance No. 80-99.

0001 = Miscellaneous Unrepresented Classification

0002 = Management Unrepresented Classification

1130	YOUTH COMMISSION ADVISOR, BOARD OF SUPERVISORS	0001
1229	SPECIAL EXAMINER	0001
1283	DIRECTOR, EMPLOYEE RELATIONS DIVISION	0002
1293	HUMAN RESOURCES DIRECTOR	0002
1379	SPECIAL ASSISTANT XX	0002
1471	ELECTIONS WORKER	0001
1801	SUPERVISING PERFORMANCE AUDITOR	0001
1849	MAYOR'S PROGRAM MANAGER	0002
1942	ASSISTANT MATERIALS COORDINATOR	0001
2561	OPTOMETRIST	0001
2576	SUPERVISING CLINICAL PSYCHOLOGIST	0001
2782	LAUNDRY SUPERINTENDENT	0001
2953	CHIEF DEPUTY DIRECTOR, DEPT. OF HUMAN SERVICES	0002
2978	CONTRACT COMPLIANCE OFFICER II	0002
3238	DANCE INSTRUCTOR	0001
3438	TREE TOPPER SUPERVISOR II	0001
3484	AGRICULTURAL DIVISION LAND AGENT	0001
3650	MEDICAL RECORDS LIBRARIAN	0001
5105	MANAGER, FINANCE AND ADMINISTRATION, CITY PLANNING	0002
5264	AIRPORT NOISE ABATEMENT TECHNICIAN	0001
5306	TRAFFIC SIGN MANAGER	0001
5502	PROJECT MANAGER I	0001
5504	PROJECT MANAGER II	0001
5506	PROJECT MANAGER III	0001
5508	PROJECT MANAGER IV	0002
5630	WATER & POWER ANALYST I	0001
7369	APPRENTICE SHEET METAL WORKER	0001
8121	INVESTIGATOR, PUBLIC TRANSPORTATION COMMISSION	0001
8137	CHIEF VICTIM/WITNESS INVESTIGATOR	0002
8168	PARKING HEARING SUPERVISOR	0001
8222	HOUSING AUTHORITY POLICE OFFICER	0001
8247	EMERGENCY PLANNING COORDINATOR	0001
8446	COURT ALTERNATIVE SPECIALIST I	0001
9132	TRANSIT FARE INSPECTOR	0001
9914	PUBLIC SERVICE AIDE - ADMINISTRATION	0001
9916	PUBLIC SERVICE AIDE - PUBLIC WORKS	0001

9920	PUBLIC SERVICE AIDE - ASSISTANT TO PROFESSIONALS	0001
9922	PUBLIC SERVICE AIDE - ASSOCIATE TO PROFESSIONALS	0001
A006	PARKING BUREAU CHIEF	0002
A046	TRANSIT LINE MANAGER	0001
A047	WATER SUPPLY ENGINEER	0001
A100	PARKING ENFORCEMENT SUPERVISOR	0001
A114	MIS MANAGER	0002
A739	TRANSIT MAINTENANCE MANAGER III	0001
A805	TELECOMMUNICATION SYSTEMS DIRECTOR	0001
A827	AIRPORT PARKING MANAGER	0002
A837	INVESTIGATIVE ASSISTANT	0001
A919	CONSTRUCTION CONTRACT ADMINISTRATION	0002
A922	ELECTRONIC INSTRUMENTATION ASSISTANT SUPERVISOR	0001
AA37	EXECUTIVE ASSISTANT TO THE ASSESSOR	0001
AA56	PARKING CITATION HEARING OFFICER	0001
AA63	ADMINISTRATIVE SECRETARY, PORT	0001
AA81	EXECUTIVE DIRECTOR, ETHICS COMMISSION	0002
AA85	ADMINISTRATIVE SECRETARY, TRANSPORTATION COMMISSION	0001
AB07	INFORMATION CLERK, PARKING & TRAFFIC	0001
AB21	DUAL DIAGNOSIS SPECIALIST	0001
AB26	DIRECTOR OF TAXPAYER ASSISTANCE	0001
AB27	SECRETARY, COMMISSION ON THE ENVIRONMENT	0001
AB29	BUSINESS & ECONOMIC DEVELOPMENT DIRECTOR	0002
AB31	EX. DIR., DEPT. OF THE ENVIRONMENT	0002
AB44	CONFIDENTIAL CHIEF ATTORNEY II, (CIVIL & CRIMINAL)	0002
AB80	PRINCIPAL PUBLIC DEFENDER'S INVESTIGATOR	0001
AC01	EXECUTIVE ASSISTANT I	0001
AC02	EXECUTIVE ASSISTANT II	0001
AC03	EXECUTIVE ASSISTANT III	0001
AC04	EXECUTIVE ASSISTANT IV	0001
AC05	EXECUTIVE ASSISTANT V	0001
AC06	EXECUTIVE ASSISTANT VI	0001
AC07	EXECUTIVE ASSISTANT VII	0001
AC08	EXECUTIVE ASSISTANT VIII	0001
AC09	EXECUTIVE ASSISTANT IX	0001
AC10	EXECUTIVE ASSISTANT X	0001
AC11	EXECUTIVE ASSISTANT XI	0001
AC12	EXECUTIVE ASSISTANT XII	0001
AC13	EXECUTIVE ASSISTANT XIII	0002
AC14	EXECUTIVE ASSISTANT XIV	0002
AC15	EXECUTIVE ASSISTANT XV	0002
AC16	EXECUTIVE ASSISTANT XVI	0002
AC17	EXECUTIVE ASSISTANT XVII	0002
AC18	EXECUTIVE ASSISTANT XVIII	0002
AC19	EXECUTIVE ASSISTANT XIX	0002
AC20	EXECUTIVE ASSISTANT XX	0002
AC21	EXECUTIVE ASSISTANT XXI	0002
AC22	EXECUTIVE ASSISTANT XXII	0002
AC23	PUBLIC SAFETY WIRE COMMUNICATIONS PROGRAM MANAGER	0001
AC24	SECRETARY TO PORT COMMISSION	0001

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DHR No. 7 - 2000

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Date: February 18, 2000

TO: Department Heads
Personnel Officers

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: Correct Employee Addresses

The Health Service System will soon start distributing Open Enrollment materials for this year's annual Open Enrollment period. In order to make sure that each employee gets these important materials, the employee must have his or her correct address reflected on your payroll records.

Please inform all of your employees that they must update their addresses with your payroll group as soon as possible.

Thank you.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 8-2000

Date: March 10, 2000

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***March 18, 2000***.

Classification	Unit Assignment	Certified Representative
5105 Manager, Finance & Administration, City Planning	M	Municipal Executives Association (MEA) ECG:351

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

- over -

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
Harold Guetersloh, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Bart Duncan, Health Service System
Yuchih Lee, Health Service System

BU-MEA

ty and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 9-2000

Date: March 10, 2000

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***March 18, 2000.***

Classification	Unit Assignment	Certified Representative
5306 Traffic Sign Manager	10	Intl. Federation of Professional & Technical Engineers, Local 21 (EGC:0021)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

(over)

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

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Clare Murphy, Retirement
Bart Duncan, Health Service System
Yuchih Lee, Health Service System
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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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4/21/00

Date: April, 21, 2000

To: Departmental Personnel Officers, and Personnel and Payroll Clerks

From: Junko Craft, Support Services Supervisor

Through: Michele Modena, Deputy Director

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Subject: Informational memo: fingerprinting appointment responsibility transitioned to Support Services Staff, effective May 1, 2000.

Effective May 1, 2000, the Support Services staff will assist the Referral staff in conducting the LIVESCAN fingerprinting operation. In addition, and more importantly for purposes of this informational memo, Support Services will take over the responsibility for scheduling appointments, and issuing and maintaining forms.

One of my staff, Dester Rutherford, will be the principal person who schedules appointments for fingerprinting. If Ms. Rutherford is not available, Gretchen Flores will be her back up.

Nothing about the manner of communicating with Ms. Rutherford or Ms. Flores regarding fingerprint appointments will change. DHR is simply informing you of the personnel change. As in the past, please have your staff contact staff through the e-mail care of the "FINGERPRINT,APPTS" e-mail address.

In order to help DHR to provide departments with timely, efficient and effective LIVESCAN fingerprinting services to meet your employment needs, please note the following general information:

- There will continue to be 12 slots a day available for fingerprinting.
- If or when you have an emergency or bulk appointments needs, please call Ms. Rutherford or Ms. Flores at (415) 557-4800 as soon as possible.
- Please make sure that your e-mail appointment requests include the following information: the individual's name, class, and appointment status.
- You will receive a return e-mail within 24 hours with the appointment time.
- The employees/applicants should report to the lobby counter at 44 Gough Street with their Appointment Processing Form for their appointment.

Thank you for your attention to this matter, and if you have any questions, please call me at (415)-557-4884.

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Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR NO. 11-2000

DATE: May 1, 2000

TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: Andrea R. Gourdine /MW for/
Human Resources Director

SUBJECT: **Family Medical Leave Act Semi-Annual Summary**

The Department of Labor requires employers to maintain Family Medical Leave Act (FMLA) records in accordance with the record keeping requirements of section 11 (c) of the Fair Labor Standards Act (FLSA).

Each department is required to complete and submit to DHR's Internal Services Unit the FMLA Semi-Annual Summary in April and October of each year. Upon receipt of these summaries, DHR will compile the citywide statistics required by the Department of Labor.

The FMLA Semi-Annual Summary for the period October 1, 1999 – March 31, 2000 is due on Monday, May 15, 2000. Attached is a copy of the Semi-Annual Summary form. Please mail or FAX the completed summary to Elma Young, DHR's Internal Services Unit, 44 Gough Street (Department #33), FAX number 557-4868.

This memo and the Semi-Annual Summary form were also sent by e-mail to each department's FMLA coordinator.

If there are questions regarding the form, instructions, or procedures, please contact the DHR Internal Services analyst for your department: Gilda Cassanego at 557-4859; Jose Lebron at 557-4856; or Patricia Peters at 557-4848.

Thank you for your cooperation.

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Attachment

FMLA Semi-Annual Summary
October 1, 1999 - March 31, 2000

Department Name _____
Department Number _____
Division/Bureau _____

Total number of requests _____

Total approvals = _____
Number of a = _____
Number of b = _____
Number of c = _____
Number of d = _____

Total denials = _____
Number of 1 = _____
Number of 2 = _____
Number of 3 = _____
Number of 4 = _____

Signature of Human Resources Manager _____

Print Name and Phone Number of Person Completing Report:

_____

Send original to DHR #33, Internal Services
cc: Department's FMLA file

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 12-2000

Date: May 4, 2000

TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: ANNOUNCEMENT OF AN EMPLOYMENT REGISTER PROCESS FOR JOB CODE: 5201 JUNIOR ENGINEER

NOTE: PLEASE DISTRIBUTE TO ALL MANAGERS IN UNITS THAT MAY UTILIZE THE JOB CODE.

The Department of Human Resources is pleased to announce the employment register process for job code 5201 Junior Engineer. The continuous announcement will require applicants to submit a City and County of San Francisco employment application, verification of experience and/or education and a Skills/Experience Checklist. On an ongoing basis, DHR will review the applications for minimum qualifications and place qualified candidates on the employment register. Candidates remain on the register for 12 months and will be removed from the register when their duration expires. Candidates not selected during their 12-month duration may reapply.

Referral Request

Departments wishing to fill permanent vacancies must submit an Employment Register Referral Request via cc:Mail, Internet e-mail, or regular mail to the Department of Human Resources, Employment Register Programs, 44 Gough Street. On this form departments should indicate the most critical experience and skills required for the position. The Department of Human Resources will match this information with data in the Employment Register and will forward an Employment Register Referral Report, via e-mail, to an authorized staff person. This report will include the names, addresses and telephone numbers of only those candidates in the register whose profile matches the Departments' skills and experience checklist.

Departmental Selection Procedure

Upon receipt of the Employment Register Referral Report, departments must contact all candidates and conduct a defensible, job-related selection process in consultation with the Department of Human Resources. Departments should require documents such as copies of the City and County Application, resumes, verification of experience, supplemental applications, or other documentation for use in the departmental screening process.

The hiring manager will document the review process used to select candidates to be interviewed. This documentation will be reviewed by department personnel or Director for departments that do not have personnel staff trained in conducting a job-related selection process. Departments are required to conduct and document a content-valid selection procedure using a diverse panel of engineering managers to objectively assess the qualifications of candidates.

Examination exercises or interview questions must be directly linked to the critical knowledge, abilities and skills identified in the job analysis conducted for this job code. This information may be obtained from the Department of Human Resources by contacting your MSS liaison.

Departments are responsible for ensuring equal employment opportunity and workforce diversity. The appointing authority must create and retain appropriate records of the administration of the selection process, including all documents related to the selection. Based on these records, the appointing authority must be able to articulate why a particular candidate has been selected over other candidates in order to be prepared for audits, grievances, discrimination complaints, and litigation.

Personnel analysts in individual departments will monitor the selection process for fairness. The Department of Human Resources will review the process after six months to evaluate its effectiveness and fairness. Departments without trained personnel analysts may consult with DHR.

Employment Register Referral Response

After selecting a candidate to fill a vacancy, departments may make a conditional offer of employment. If the candidate accepts the position, the department must submit an Employment Register Response form to the Department of Human Resources, Employment Register Programs, to provide the information needed to place the candidate on an eligible list. By signing this response form, the appointing officer is certifying that the department has selected a qualified candidate for permanent hire. After the eligible list has been posted and adopted, the DHR Referral Unit will send a Referral Notice to the department listing the eligible selected and the certification date for the department file and appointment processing notice. Departments will not be required to submit a response to the Referral office.

Authorization to Receive Employment Register Referral Report

In order to assure a quick response to departmental Referral Request forms, please complete and return the PERSONS AUTHORIZED TO RECEIVE MAIL/MERGE DOCUMENT OF EMPLOYMENT REGISTER REFERRAL REPORT. It is important to keep this information current with DHR. If you already have a form on file for Clerical, I.S., or Administrative Analyst, you do not need to submit another one.

5201 JUNIOR ENGINEER
EMPLOYMENT REGISTER REFERRAL REQUEST

JOB CODE #: _____ **JOB TITLE:** _____

DEPARTMENT: _____ CONTACT NAME: _____

PHONE: _____ DATE OF REQUEST: _____ CONTACT TITLE: _____

DESIRED REFERRAL DATE: _____

Instructions: This form will be used as a screening device to produce your requested employment register referral report. You may check **up to a total of 15 boxes** listed below that match the MOST ESSENTIAL knowledge skills, and abilities necessary for this position. If you utilize this screening device, **only** the names of candidates in the register who match all the items you checked will be included. If you would like the names of all candidates in the employment register, check the first box and leave the rest of the form blank. All employment register referrals will be transmitted to you department via cc:mail as MS Excel (mail merge/data format) files.

REFER ALL CANDIDATES IN EMPLOYMENT REGISTER

- **College Major(s) or Area(s) of Expertise**
  - ☐ Architectural
  - ☐ Chemical
  - ☐ Civil
  - ☐ Electrical/Electronics
  - ☐ Environmental
  - ☐ General Engineering
  - ☐ Mechanical

- **Interest**
  - ☐ General
  - ☐ Communication Systems
  - ☐ Construction Management
  - ☐ Digital Systems
  - ☐ Environmental
  - ☐ Highway
  - ☐ Hydraulics/Hydrology
  - ☐ Power
  - ☐ Sanitary
  - ☐ Soil/Foundation
  - ☐ Structural
  - ☐ Surveying
  - ☐ Transportation
  - ☐ Vehicles or Equipment
  - ☐ Water Purification

- **Computer Software**
  - ☐ Microsoft Word
  - ☐ Microsoft Excel
  - ☐ Microsoft Access
  - ☐ Microsoft Power Point
  - ☐ AutoCAD
  - ☐ Softdesk
  - ☐ Graphics Programs
  - ☐ Paradox
  - ☐ Quattro
  - ☐ HCS
  - ☐ SYNCHRO
  - ☐ TRANSYT
  - ☐ NETSIM

- **State of California Licenses/ Certificates**
  - ☐ Driver's License
  - ☐ Engineer-in-Training Certificate (EIT)
  - ☐ Professional Engineering License

Note: Some positions may require specific physical ability or work schedules (special conditions). Check here if there are special conditions on the requisition(s) for this/these positions.

A. Physical Ability
- ☐ Ability to lift 25 lbs.
- ☐ Ability to lift 50 lbs.
- ☐ Ability to work in high places
- ☐ Ability to work outdoors in varying weather conditions
- ☐ Bending, sitting, standing, climbing, walking for extended periods of time and over uneven surfaces
- ☐ Ability to climb ladders and enter confined spaces

B. Schedule Availability
- ☐ Weekends
- ☐ Holidays
- ☐ Part-time
- ☐ Nights
- ☐ Overtime

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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5/11/00

ADDENDUM TO MEMORANDUM
DHR No. 12-2000

Date: May 11, 2000

To: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

From: Andrea R. Gourdine
Human Resources Director

Subject: EMPLOYMENT REGISTER REFERRAL REQUEST FOR JOB CODE: 5201 JUNIOR ENGINEER

NOTE: PLEASE DISTRIBUTE TO ALL MANAGERS IN UNITS THAT MAY UTILIZE THE JOB CODE

Attached you will find a copy of the original Memorandum, dated May 4, 2000, announcing the employment register process for job code 5201 Junior Engineer. In addition, attached is a copy of the Employment Register Referral Request for 5201 Junior Engineer which must be submitted by departments requesting referral of candidates to fill vacancies (see Referral Request paragraph in the original memo).

ARG/JS/js
Attachments

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 13 - 2000

DOCUMENTS DEPT.
MAY 16 2000
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PUBLIC LIBRARY

Date: May 12, 2000

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - SUCCESSSOR CLASS**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990 and the successor class assignment provision contained in the Municipal Executives' Association (MEA) Memorandum of Understanding (Article 1.A.), the following new classification is hereby assigned to a bargaining unit represented by MEA. This successor assignment is effective ***April 26, 2000.***

Classification	Unit Assignment	Certified Representative
9375 Assistant Deputy Director, Port	M	Municipal Executives' Association (MEA) (EGC: 0351)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

(over)

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
Harold Guetersloh, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Bart Duncan, Health Service System
Yvonne Hudson, Health Service System
Diana Ferrari, Health Service System

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR NO. 14-2000

BOX 41 M-2 * A-1 *
PUBLIC LIBRARY - MAIN LIBRARY
GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102

DATE: May 18, 2000

TO: Departmental Personnel Officers and Analysts
Personnel and Payroll Staff

FROM: Andrea R. Gourdine
Human Resources Director

DOCUMENTS DEPT.
MAY 22 2000
SAN FRANCISCO
PUBLIC LIBRARY

SUBJECT: Training for Unemployment Insurance Program

Gates McDonald Gibbens, our third party administrator for unemployment insurance, is offering training for personnel and payroll staff. The training will review:

- procedures for processing unemployment claims,
- basics of unemployment insurance,
- guidelines for documentation,
- preparation for an unemployment insurance hearing, and
- importance of the claims activity reports.

Personnel, payroll and clerical staff who complete unemployment insurance claim forms and/or attend hearings are encouraged to attend one of the following sessions:

Date: Monday, June 5th

Location: MED Training Center, 1st floor, 44 Gough Street

Time: 9:30 am to 11:00 am OR 1:30 pm to 3:00 pm

Training will begin on time. Registration will be 15 minutes before the training starts.

Please e-mail or call Stephanie Chan at 557-4829 to confirm the number of attendees from your department and the time attending. Your RSVP will help us provide adequate seating and handouts for all participants.

Additional training sessions will be held in September. A notice will be sent out in August specifying dates and times of training sessions.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM

BOX 41 M-2 * A-1 *
PUBLIC LIBRARY - MAIN LIBRARY
GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102

DATE: June 1, 2000

TO: All Department of Human Resources Staff
All Decentralized Personnel Unit Employees
Staff of the Civil Service Commission

DOCUMENTS DEPT.

JUN - 5 2000

SAN FRANCISCO
PUBLIC LIBRARY

THROUGH: Andrea R. Gourdine
Human Resources Director

FROM: Michele Modena
Deputy Director, Administrative Services

SUBJECT: ***DHR Mail and Reproduction Unit Printing Policy – Large Volume Orders, Examinations & Other Official DHR and CSC Documents***

This memo is being issued to update the existing policy concerning requests for reproduction of materials by the Department of Human Resources (DHR) Mail and Reproduction Unit ("DHR Reproduction Unit").

As you might expect, the volume of documents produced by DHR Reproduction Unit has increased tremendously since 1997, the last time this policy was updated. This increase in volume makes adherence to the timelines contained in this policy absolutely critical. This increase also means that analysts must check their work carefully to make sure that errors are kept to a minimum so that the DHR Reproduction Unit does not have to run jobs more than once.

DHR Reproduction Unit staff is working very hard to accommodate every department's needs; unanticipated jobs throw off this delicate balance. This is especially the case on Fridays, an especially busy day given the printing deadlines contained herein. In addition, rush jobs that must be done on the high-speed copier incur additional copying costs for our department. For these reasons, DHR would appreciate your staff's advance planning and cooperation in following the policies set forth in this memo. If you have questions, please call Michele Modena (557-4815), Deputy Director, Administrative Services.

I. PRINTING REQUESTS: GENERAL INFORMATION

A. Single-page copy situation: With the exception of written examinations, the minimum number of copies that will be reproduced by the DHR Reproduction Unit is 75 copies. The cost of reproducing less than 75 copies is greater if printed by the

44 Gough Street • San Francisco, CA 94103-1233

DHR Reproduction Unit rather than on the department's own photocopiers. *Therefore, we would appreciate it if staff would please take care of its own copying needs when less than 75 copies of a document are required. To the extent that decentralized units or DHR Staff do not adhere to this request, the DHR Reproduction Unit will notify the Deputy Director, Administrative Services. The Deputy Director will then determine the appropriate action.*

B. Multiple-page copy situation: With the exception of written examinations, if the total number of pages multiplied by the number of copies required is equal to or more than 500 total pages, the DHR Reproduction Unit will handle the copying. For example: 20 copies of a 30-page document would be appropriate for the DHR Reproduction Unit. Three copies of a 30-page document would not be appropriate for DHR Reproduction Unit; the department or decentralized unit would handle this copy job.

C. Special requests, which may deviate from the general policy above, are to be cleared in advance with Sandra Favale (557-4955), or Michele Modena (557-4815), Deputy Director, Administrative Services.

D. Except for examination-related materials, a completed copy of the REQUEST FOR REPRODUCTION form must be attached to the copy of the document that is to be printed.

E. Upon receipt of the completed REQUEST FOR REPRODUCTION form, DHR Reproduction Unit staff will review the documents to be printed and determine if the documents are to be printed on the offset press or on the high-speed copier. If the circumstances require that the high-speed copier be used, the DHR Reproduction Unit will notify the Deputy Director, Administrative Services. The Deputy Director will then determine the appropriate action.

F. Documents will be reproduced on 8-1/2" by 11" paper only and, when possible, double side printed. Decentralized units should provide DHR Reproduction Unit staff with paper for any job of more than 1000 copies.

II. PROCEDURE FOR PRINTING OF PCS JOB ANNOUNCEMENTS

A. Approved requests for reproduction will be processed according to the deadlines below. As noted above, special requests which deviate from the submission guidelines below must be cleared in advance with Sandra Favale or Michele Modena. Any additional costs incurred in order to meet decentralized unit's own time deadlines may be charged to the decentralized unit. A request is considered approved when the REQUEST FOR REPRODUCTION form is completely filled out and signed by the Unit Supervisor. The job announcement or eligible list that is to be duplicated must be attached to the REQUEST FOR REPRODUCTION form.

TYPE	SUBMISSION DEADLINE	ISSUE DATE
Eligible List	*12:00 noon for posting at 4:00 P.M.*	Same day
Single-Page Announcement	*12:00 noon Friday of the prior week*	Friday
Multi-Page Announcement or Supplemental Announcement (uncollated or unstapled)	*12:00 noon Wednesday of the prior week*	Friday
Multi-Page Announcement or Supplemental Announcement (collated or stapled)	*12:00 noon Monday of the prior week*	Friday

B. Analysts are responsible for ordering an adequate supply of announcements at the time of the initial order. Extra announcements (announcements needed after Reproduction's initial run) will be charged to the decentralized units.

After the submission deadline, the announcement cannot be amended without delaying the distribution to the following week. If a problem is discovered, contact DHR Reproduction Unit to cancel the print job. If the announcement has already been printed, but needs to be re-run due to an error, the decentralized unit will be charged for the re-run.

1. Regular Announcement Distribution

Unless otherwise indicated in the REQUEST FOR REPRODUCTION, the DHR Reproduction Unit will print copies of each announcement to be distributed as follows:

250 for circulation to City and County departments
50 for the examination analyst
50 for the announcement files
300 or more for distribution by the counter at 44 Gough

2. Public Health Announcement Distribution

Unless otherwise indicated in the REQUEST FOR REPRODUCTION, the DHR Reproduction Unit will print announcements to be distributed as follows:

250 for circulation to City and County departments
50 for the announcement files
50 for the Examination Analyst
250 for distribution at San Francisco General Hospital
25 for distribution at Laguna Honda Hospital
50 for distribution by the counter at 44 Gough
200 for distribution over the counter at DPH, 101 Grove Street

III. PROCEDURE FOR PRINTING OF WRITTEN EXAMINATIONS

A. A completed REQUEST FOR REPRODUCTION form for written examinations must be submitted to the DHR Reproduction Unit at least three weeks prior to the date the material is required. There will be no exceptions to this timeline.

The examination to be reproduced is not to be sent with the REQUEST FOR REPRODUCTION form. (See B and C below.)

The REQUEST FOR REPRODUCTION form **must** include:

1. The date the material is required.
2. The number of pages to be reproduced and whether one- or two-sided reproduction is required.
3. The color and size of paper required (cover and other pages).
4. The number of copies required (the 75-copy minimum does not apply to examinations).
5. Any special reproduction instructions/requirements.

B. At least three days prior to the date the examination will be printed, DHR Reproduction Unit staff will notify the examination analyst responsible for the written examination of the day and the time that the material will be reproduced.

C. The examination analyst or authorized representative will bring a print-ready copy of the examination to the DHR Reproduction Unit on the scheduled day and time of printing. **The examination analyst or representative must remain in the DHR Reproduction Unit to supervise the printing of the examination and to secure the examination in a locked location as determined by the Merit System Services Manager. If any overtime charges will be incurred in conjunction with exam printing, the decentralized unit should make advance arrangements with the DHR Reproduction Unit staff and with DHR's Deputy Director, Administrative Services, for payment.**

D. After the examinations have been printed, the examination analyst or representative must count the examination booklets and verify that all the covers, pages and other material have been reproduced completely and correctly. A second count of the booklets will be completed by DHR Reproduction Unit staff. The count of the booklets will be noted on the REQUEST FOR REPRODUCTION form. Both individuals will initial and date the count on the REQUEST FOR REPRODUCTION form.

E. It is DHR's policy that all examination booklets will be sequentially numbered with a numbering machine. Any requests to deviate from this policy must be approved by the Merit System Services Manager. The examination booklets will be placed in boxes by the DHR Reproduction Unit staff, under the supervision of the examination analyst or departmental representative. The quantity and sequence numbers of

examination booklets contained in each box will be noted on the top of the box. If an examination analyst or representative requires copies of the written examination, the number of copies taken will be indicated on the REQUEST FOR REPRODUCTION form.

F. Any misprinted copies of the examinations and/or misprinted pages are to be taken by the examination analyst or representative back to the Merit System Services unit for destruction. This material will not be disposed of in the DHR Reproduction Unit office.

IV. PROCEDURE FOR PRINTING MEMORANDA ISSUED BY THE HUMAN RESOURCES DIRECTOR OR THE EXECUTIVE OFFICER, CIVIL SERVICE COMMISSION

Memoranda issued by the Human Resources Director or Executive Officer, Civil Service Commission, will be batched and distributed on Friday afternoons. Deadlines for submission of memoranda will be Fridays at 10:00 a.m. If a memorandum is date-sensitive, e.g., requests for hearing, staff reports, training sessions, meeting notices, etc., staff must plan accordingly.

If you have any questions concerning any of the information contained in this memorandum, please contact Sandra Favale at 557-4955 or Michele Modena at 557-4815.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 15-00

DOCUMENTS DEPT.

JUN 1 2 2000

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Date: June 8, 2000

To: Department Heads
Departmental Personnel Officers
Departmental Payroll and Personnel Clerks

From: Andrea R. Gourdine
Human Resources Director

Subject: Automatic Extension of Temporary and Temporary Exempt Appointments and Requisitions through December 31, 2000

I. AUTOMATIC EXTENSION OF TEMPORARY AND TEMPORARY EXEMPT *APPOINTMENTS*

In accordance with Civil Service Commission Rule 14, I am automatically extending all T and TE **appointments** (Temporary and Temporary Exempt) through December 31, 2000. This extension covers Temporary Civil Service (TCS), Temporary Exempt (TE), Limited Tenure (LT), and Temporary Provisional (TPV) and Non-Civil Service (NCS) appointments that are OA type A (no eligible list). All appointments must be made to appropriate and valid requisitions.

Temporary Provisional (TPV) and Non-Civil Service (NCS) or Limited Tenure (LT) appointments that are not OA type A (*i.e.,* where an eligible list exists) will be extended only on a case by case basis. If you need this type of an extension, please contact Winne Tse in DHR's EEO Division at 557-4837. TPV, NCS or LT appointments that are not extended by EEO will be deemed to have expired and will therefore be invalid. (A listing of all TPV, NCS and LT appointments currently in your department will be sent shortly under separate cover.)

If funding no longer exists in your budget or there is a lack of work for a T or TE appointment (TCS, TE, LT, TPV, or NCS), your department must effect a layoff in accordance with applicable MOU notification provisions. If your department does not elect to extend the appointment, in accordance with the applicable Civil Service Rules addressing Separation of Temporary and Provisional Appointees upon the expiration of Term of Employment, a separation report must be issued[1]*. Under applicable CSC Rules, the appointee must be notified as to the duration of the appointment and must be notified in writing at least ten working days in advance of the final*

[1] TCS, TE, LT, TPV and NCS appointment in the Uniformed ranks of the San Francisco Fire Department are addressed in Civil Service Rule 314.9 (Vol. III, effective 4/28/00). Uniformed ranks of the San Francisco Police Department are covered by Civil Service Rule 214.8 (Vol. II, effective 4/7/00). Employees working for the Municipal Transportation Agency in service critical classes, are covered by Civil Service Rule 414.9 (Vol. IV, proposed for adoption 7/1/00). All other employees are covered by Civil Service Rule 14.9.

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separation date. Please ensure that all employees in these appointment types have completed either the Notice to Exempt Appointee, or Notice to Provisional Appointee (both forms have been revised as of 6/1/00, copies are attached and are available from DHR Support Services by e-mailing Junko Craft.)

II. AUTOMATIC EXTENSION OF TEMPORARY AND TEMPORARY EXEMPT *REQUISITIONS*

The Controller's Office and DHR have jointly agreed to automatically extend all Temporary and Temporary Exempt **requisitions** through December 31, 2000.

If your department does not want a T or TE requisition extended, a requisition modification to cancel the requisition must be submitted to DHR's Referral Unit by June 30th.

Notwithstanding the automatic extension, Merit Service System reserves the right to review the extension of any T or TE requisition. To the extent that MSS determines that an automatic extension should not be granted through December 31, 2000, MSS will contact the department.

III. DHR FOLLOW-UP IN NOVEMBER 2000

DHR will issue new instructions to departments in November 2000 on how to process appointment and requisitions that are now scheduled to expire on December 31, 2000.

For further information, call your department's contact at the Department of Human Resources:

Appointments:	Internal Services/EEO/Referral Unit
Requisitions:	MSS/Referral Unit
Separations:	Internal Services/Referral Unit
OA/NCS appts:	EEO

City and County of San Francisco

Department of Human Resources

Notice to Exempt Appointee

Name of Appointee

Date Issued

Street Address

City State Zip

Job Code (Class)and Title

Department

Exempt Under Charter Section: _____

Appointment Status (Check One)

_____ Permanent Exempt

_____ Temporary Exempt

Work Schedule (Check One)

_____ Full-Time Regularly Scheduled

_____ Part-Time Regularly Scheduled

_____ School-Term, Full-Time Regularly Scheduled

_____ School-Term, Part-Time Regularly Scheduled

_____ As-Needed (not regularly scheduled)

Anticipated Last Day of Employment:

Month Day Year

Important Information

As an exempt appointee you acquire no guaranteed right or preference for permanent Civil Service employment. Your exempt appointment under certain Charter Sections is also time limited (applicable box is checked), subject to extensions which may be granted by the Human Resources Director.

- ☐ Charter Section 10.104-16 limited to (6) months in a fiscal year
- ☐ Charter Section 10.104-17 limited to (2) years in 4-six month increments
- ☐ Charter Section 10.104-18 limited to (3) years
- ☐ Charter Section A8.511 limited to 960 hours in a fiscal year.

Further, exempt employees serve at the pleasure of the Appointing Officer. Therefore, regardless of the anticipated last day of employment noted above, your employment may be terminated at any time by the Appointing Officer. You may also be displaced by an eligible from a Civil Service list at any time prior to the anticipated last date of employment indicated above.

Please sign this form below acknowledging that you have received a copy of this notice.

Signature of Appointee

Date

cc: Employee's Personnel Folder

DHR 6-20 (Revised 6/1/00)

See Reverse Side

INSTRUCTIONS

1. The Notice to Exempt Appointee form must be completed whenever an exempt employee is appointed, has the exempt appointment extended or has a change in work schedule (including a change from as-needed to regular work schedule.)

2. The original copy of the Notice to Exempt Employee form must be given to the employee and a copy placed in the employee's personnel folder in the department.

CIVIL SERVICE COMMISSION RULES

Refer to applicable Civil Service Commission rules for provisions regarding exempt appointments.

- Civil Service Commission Rules, Article VIII
- Police Department Uniformed Personnel, CSC Rules, Article VI
- Uniformed Ranks of the San Francisco Fire Department, CSC Rules, Article VI
- Municipal Transportation Agency Service – Critical, CSC Rules, Article VII

1996 Charter

Sec.10.104 Exclusions from Civil Service Appointment

All employees of the City and County shall be appointed through competitive examination unless exempted by this Charter. The following positions shall be exempt from competitive civil service selection, appointment and removal procedures, and the person serving in the position shall serve at the pleasure of the appointing authority.

In addition, with the approval of the Civil Service Commission, exempt employees shall include:

16. Temporary and seasonal appointments not to exceed the equivalent of half-time during any fiscal year, except that such positions may be filled through regular civil service procedures;

17. Appointments, which shall not exceed two years and shall not be renewable, as substitutes for civil service employees on leave, except that such positions may be filled through regular civil service procedures;

18. Appointments, which shall not exceed three years and shall not be renewable, for special projects and professional services with limited term funding, except that such positions may be filled through regular civil service procedures.

Exempts from Procedures and Guidelines for Making Exempt Appointments Under Charter Sections 10.104-16; 10.104-17; and 10.104-18.

A. Limited Duration Exemption (Charter Section 10.104-16)

- Appointments shall be to either "temporary" or "seasonal" positions;
- No person shall exceed 1040 hours of employment under limited duration exempt appointment in any fiscal year;
- A position once exempted under this section shall not be offered to eligibles or holdovers;
- All appointments authorized under this section shall be "temporary exempt."

B. Substitute Exemption (Charter Section 10.104-17)

- An appointment proposed for exemption under this section shall be for a replacement or substitute for a civil service employee on an authorized leave of absence;
- The Human Resources Director may approve an appointment in increments of up to 1040 hours (six months); however, the appointment shall not exceed a maximum duration of 4150 hours; or a total of four six-months increments;
- A permanent holdover may displace an appointee occupying a position exempted under this section;
- An appointment authorized under this section may be either "permanent exempt" or "temporary exempt."

C. Special Project Exemption (Charter Section 10.104-18)

- An appointment authorized for exemption under this section must be to a position created for or dedicated to a special project or for professional services;
- Funding for appointments authorized under this section shall be for a limited term, e.g., a grant or a "one-time only" appropriation for a specific or special purpose;
- A position once exempted under this section shall not be offered to eligibles or holdovers;
- Appointments authorized under this section may be either "permanent exempt" or "temporary exempt."

City and County of San Francisco

Department of Human Resources

Notice to Provisional Appointee

Name of Appointee _____ Date Issued _____

Street Address _____ City _____ State Zip _____

Job Code (Class) and Title _____ Department _____

Appointment Type (Check One)

_____Temporary Provisional (TPV)
_____Limited Tenure (LT)
_____Non-Civil Service (NCS)

Work Schedule (Check One)

_____Full-Time Regularly Scheduled
_____Part-Time Regularly Scheduled

_____School-Term, Full-Time Regularly Scheduled
_____School-Term, Part-Time Regularly Scheduled

Anticipated Last Day of Employment: _____
Month Day Year

Important Information

As a provisional appointee you acquire no guaranteed right or preference for permanent Civil Service employment. Your provisional appointment is also time limited and may end by operation of the applicable Civil Service Rule. An appointment may, however, be extended by the Human Resources Director for additional time periods as allowed by Civil Service Rules.

Aside and apart from the time limitation above, in the absence of collective bargaining language to the contrary, your employment may be terminated at any time by the Appointing Officer. Further, you may be displaced by an eligible from a Civil Service list at any time. Your appointment may, therefore, be terminated prior to the anticipated last day of employment noted above.

Please sign this form below acknowledging that you have received a copy of this notice.

_____ _____
Signature of Appointee Date

cc: Employee's Personnel Folder

DHR 6-19 (Revised 6/8/00)

See Reverse Side

INSTRUCTIONS

Notice to Provisional Appointee (Including Limited Tenure And Non-Civil Service Appointments)

1. The Notice to Provisional Appointee must be completed whenever a provisional, limited tenure, and non-civil service employee is appointed, has the appointment extended, or has a change in work schedules.

2. The original copy of the Notice to Provisional Appointee must be given to the employee and a copy placed in the employee's personnel folder in the department.

CIVIL SERVICE COMMISSION RULES

Refer to applicable Civil Service Commission Rules for provisions regarding provisional, limited tenure, and non-civil service appointments.

Civil Service Commission Rules, Volume I

Provisional Appointee:	CSC Rules 14.5 and 14.9
Limited Tenure Appointee:	CSR Rules 14.7 and 14.9
Non-Civil Service Appointee:	CSC Rules 14.6 and 14.9

Civil Service Commission Rules, Volume II

Police Department Uniformed Personnel

Provisional Appointee:	CSC Rules 214.5 and 214.8

Civil Service Commission Rules, Volume III

Uniformed Ranks of the S.F. Fire Department

Provisional Appointee:	CSC Rules 314.5 and 314.9
Limited Tenure Appointee:	CSC Rules 314.7 and 314.9
Non-Civil Service Appointee:	CSC Rules 314.6 and 314.9

Civil Service Commission Rules

Municipal Transportation Agency Service – Critical

Provisional Appointee:	CSC Rules 414.5 and 414.9
Limited Tenure Appointee:	CSC Rules 414.7 and 414.9
Non-Civil Service Appointee:	CSC Rules 414.6 and 414.9

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6/30/00

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 16 - 2000

Date: June 30, 2000

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

DOCUMENTS DEPT.
JUL - 5 2000
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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***July 1, 2000.***

Classification	Unit Assignment	Certified Representative
8187 Chief, Child Support Operations	M	Municipal Executives' Association (MEA) ECG:351

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

- over -

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
Harold Guetersloh, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Bart Duncan, Health Service System
Yvonne Hudson, Health Service System
Diana Ferrrari, Health Service Syustem

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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#1
6/30/00

MEMORANDUM
DHR No. 17 - 2000

Date: June 30, 2000

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

DOCUMENTS DEPT.
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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***July 1, 2000.***

Classification	Unit Assignment	Certified Representative
3435 Arborist Technician	1 - N	Laborers' Union, Local 261 (EGC:0261)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

- over -

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Bart Duncan, Health Service System
Yvonne Hudson, Health Service System
Diana Ferrrari, Health Service Syustem

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 19 - 2000

BOX 41 M-2 * A-1 *
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100 Larkin Street
San Francisco, CA 94102

Date: July 21, 2000

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

DOCUMENTS DEPT.
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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***August 5, 2000.***

Classification	Unit Assignment	Certified Representative
1801 Supervising Performance Auditor	11 - A	Intl. Federation of Professional &Technical Engineers, Local 21 (EGC.0021)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges',

(over)

any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
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Clare Murphy, Retirement
Bart Duncan, Health Service System
Yvonne Hudson, Health Service System
Diana Ferrari, Health Service System

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM

DHR No. 21-00

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Date: August 9, 2000

To: Department Heads
Departmental Personnel Officers

From: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Notice Concerning Terms and Conditions of Employment**

The Mayor has directed me to remind city managers and employees that all terms and conditions of City employment, including salary and benefits, are set forth in the terms of Memoranda of Understanding (MOU) or City Ordinances.

No City employee has the authority to promise applicants or employees any benefit that exceeds the terms of an applicable MOU, the Charter, the Administrative Code, or the Civil Service rules. This would include promises about hiring, starting salary step, vacations, promotional advancement, civil service status or health insurance coverage.

Managers and employees will be subject to discipline, up to and including termination, if they are found to have made unauthorized promises to applicants or employees.

Although the City is not legally bound by any employment-related promise made by managers or other employees, such statements undermine management credibility and damage our relationship with employees and their Union representatives. They may also expose the individual who exceeds his/her authority in making the promise to personal liability.

Please make sure that you and the employees you supervise either refer to the proper sources before discussing the terms and conditions of employment, or refer an applicant/employee question to an individual in your department knowledgeable about th terms and conditions that apply to that position.

If questions cannot be resolved within your department, please contact the Department of Human Resources Employee Relations Division at 557-4990.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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DHR # 22-00
8/31/00

MEMORANDUM

DHR NO. 22-00

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Date: August 31, 2000

To: Appointing Officers
Departmental Personnel Officers
Departmental ADA Officers

From: Andrea R. Gourdine
Human Resources Director

Subject: Reporting ADA Requests for Reasonable Accommodation

The Department of Human Resources is required to maintain citywide records of **all** reasonable accommodation requests made pursuant to the Americans with Disabilities Act. DHR is also responsible for ensuring that departments have implemented and are otherwise complying with established procedures. Therefore, it is essential that departments **notify** the Department of Human Resources of all requests for reasonable accommodation from employee and/or applicants.

Beginning October 2000, the Department of Human Resources will conduct quarterly surveys of all departments regarding the number and nature of reasonable accommodation requests made and the resolution of such requests.

As a reminder, eligibility under the ADA must be established, **prior** to providing an accommodation.

If there are any questions, please contact either Dorothy Yee, EEO Manager at 557-4982 or Silvia Castellanos, Assistant EEO Manager at 557-4855.

sec/ARG

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 23-00

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Date: September 19, 2000

To: Department Heads
Departmental Personnel Officers

From: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Exempt Employment of the Severely Disabled Under Civil Service Rules**

This is to remind all Departments of the availability of Civil Service Rules which cover Exempt Employment of Individuals who are Severely Disabled (see Vol. I Rule 115; Vol. II 215 (Police); Vol. III 315 (Fire); Vol. IV 415 (MTA-MUNI). This is an alternative employment process through which individuals with severe disabilities can join the City workforce without going through the traditional examination process. Qualified individuals are certified as being severely disabled by either the Department of Vocational Rehabilitation or the Veterans Administration.

This program has been successfully utilized by many City Departments. Positions under this program are designated at the discretion of the departments and they can be filled either through posting an announcement which identifies the position under the applicable Rule or by working with a community based agency to conduct outreach.

Entry-level Classifications

This program applies to all entry-level classifications. This can encompass a wide variety of positions including skilled labor, clerical, accounting, food service, social work, management assistant, and administrative analyst positions. All individuals appointed through this program must meet the minimum qualifications for the position.

One-year Evaluation Period

Positions in this program are filled by permanent exempt appointment. Appointees serve a one-year evaluation period. If the appointee performs satisfactorily during the evaluation period, he or she will be transitioned to permanent status after that initial one year period.

DHR Staff Resources To Facilitate a Rule Hire

The Department of Human Resources can assist departments in a variety of areas: Merit System Services staff can assist by developing a job announcement; EEO Unit staff can assist by providing information regarding community based organizations for outreach

purposes; EEO Unit staff also conducts orientations for supervisors and appointees to review the evaluation and transition process of the program.

If you have additional questions, please contact the Department of Human Resources EEO Unit at 557- 4832.

sec/ARG

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR NO. 24-00

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SEP 19 2000

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DATE: September 13, 2000

TO: Department Heads
Departmental Personnel Officers
Departmental Payroll and Personnel Clerks

FROM: Andrea Gourdine
Human Resource Director

SUBJECT: Training Sessions on "How to Issue Personnel Requisitions"

During the past year, with changes in the technological processes due to Peoplesoft and the turnover in departmental personnel staff, it has become apparent that it would be beneficial to conduct training on the different aspects related to issuing personnel requisitions.

Therefore, the Department of Human Resources (DHR) has coordinated with the Mayor's Budget Office, the Controller's Office and DHR's Merit System Services to provide training on how to issue a personnel requisition.

The content of the training will be directed towards each field of the requisition, the source from which the data for the field is obtained and the potential impact of having incorrect data in the field(s). **This training is not a repeat training on how to enter and submit a personnel requisition through the Peoplesoft system.**

Ms. Taylor Emerson, from the Mayor's Budget Office, will speak on the Mayor's Justification Form and related issues. Mr. Harold Guetersloh, from the Controller's Office, will speak on funding issues. Mr. Jerry Kessler and Mr. Gerry Redmond, from the DHR Merit System Services, will speak on job classification and special condition issues. Ms. Patricia Pon, Referral Unit Supervisor, will be present to answer any requisition questions or issues related to the referral process. We will also have a member of the Peoplesoft Functional Team present to answer any questions related to the requisition process in the Peoplesoft system.

The training sessions will be conducted at the Department of Human Resources, 44 Gough Street, Room 300 A&B and are scheduled as follows:

Friday, September 29, 2000 – 8:30 to 10:30 A.M.
Friday, September 29, 2000 – 10:30 to 12:30 A.M.
Tuesday, October 3, 2000 – 2:00 to 4:00 P.M.

Each session can accommodate up to thirty (30) people. If you are interested in attending a session, you may reserve space by contacting **Kazuye** (Sue) **Sumida** through e-mail. Confirmation notice will be sent to you. If the session selected by you has reached maximum capacity, we will contact you to offer an alternate session, if available.

If you have questions on the training course, please contact Pat Pon at (415) 557-4816.

PP:az

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 25 - 00

29/00
25-00

Date: September 29, 2000

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990 and Section 1.A.2. *Placement of New Classifications* of the Service Employees International Union (SEIU), Locals 250, 535 and 790 Memorandum of Understanding, the following new classification is hereby assigned to a bargaining unit as indicated below. This assignment is effective ***October 7, 2000.***

Classification	Unit Assignment	Certified Representative
7362 Communications Systems Technician	1 - C	United Public Employees, Local 790, SEIU (EGC:0790)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a

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hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
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Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Bart Duncan, Health Service System
Yvonne Hudson, Health Service System
Diana Ferrari, Health Service System

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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100 Larkin Street
San Francisco, CA 94102

MEMORANDUM
26-00

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OCT 1 1 2000

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Date: October 6, 2000

To: All Department Heads

From: Andrea R. Gourdine, Human Resources Director

Subject: **Preventing Harassment: An Update for Department Heads, Senior Managers and Human Resources Managers**

Two years ago, Mayor Willie Brown asked department heads and their senior managers in the City and County of San Francisco to attend a training program on preventing sexual harassment in the workplace.

Since that time, there have been significant legal developments in this area. Employers now have greater responsibility for preventing all types of illegal workplace harassment, including sexual harassment. At the same time, employers have effective tools available to prevent harassment and minimize liability.

Mayor Brown has asked the City Attorney and Human Resources Director to conduct another training program to update department heads and their managers on the actions we must take and the resources that are available to ensure a harassment free work environment for all employees.

This training is essential for all department heads, senior managers and human resources managers. Please plan to attend a two-hour workshop:

Date:	Tuesday, October 24, 2000
Time:	10:00 a.m. – 12:00 noon
Place:	Bill Graham Auditorium, Polk Hall Grove and Polk Streets
RSVP:	Please respond by **October 17, 2000.**

Notify the appropriate managers in your department about this important workshop and submit by electronic mail or facsimile (557-4803) the names of attendees to: Silvia Castellanos, Assistant Manager, EEO, Department of Human Resources by October 17, 2000.

Please make every effort to attend at this time. The workshop will not be repeated this year.

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MEMORANDUM
DHR No. 27 - 2000

Date: October 13, 2000

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENTS**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignments are hereby determined as indicated below. These assignments are effective ***October 21, 2000***.

Classification	Unit Assignment	Certified Representative
7102 Maintenance & Repair Asst. Superintendent, HHP 7125 Electrical Operation & Maintenance Superintendent, HHP 7202 Assistant Superintendent, Structural Maintenance 9252 Airport Maintenance Superintendent	M	Municipal Executives' Association (MEA) ECG:351

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

"In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a

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hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

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In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classifications from the effective date of the assignment.

cc: Kate Favetti, CSC
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Yvonne Hudson, Health Service System
Diana Ferrrari, Health Service System

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 28 - 00

Date: October 20, 2000

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990 and Section 1.A.2. *Placement of New Classifications* of the Service Employees International Union (SEIU), Locals 250, 535 and 790 Memorandum of Understanding, the following new classification is hereby assigned to a bargaining unit as indicated below. This assignment is effective ***September 27, 2000.***

Classification	Unit Assignment	Certified Representative
5271 Senior Airport Noise Abatement Specialist	8 - L	United Public Employees, Local 790, SEIU (EGC:0790)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a

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hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

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Diana Ferrari, Health Service System

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR. No. 29-00

DOCUMENTS DEPT.
OCT 23 2000
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Date: October 18, 2000

To: Department Heads
Departmental Personnel Officers
Payroll and Personnel Representatives

From: Andrea R. Gourdine
Human Resources Director

Subject: **Veteran's Holiday November 11, 2000**
Observed Holiday Staffing and Compensation

The November 11th Veterans Day holiday falls on a Saturday this calendar year. The Friday, November 10th, preceding is the **observed** holiday.

City Offices must remain open on Friday, November 10th. Each Department head must make provisions for the staffing of public offices on Friday, November 10th as provided per Administrative Code Section 16.4.

Employees assigned to a work week of Monday through Friday and who are assigned to work on this date, will be paid regular, straight time wages, and will be granted an in-lieu holiday at a later time to be scheduled by mutual agreement with the Appointing Officer.

Employees assigned to seven day-operation departments or employees working a five day work week other than Monday through Friday are allowed another day off if the holiday falls on one of their regularly scheduled days off. Employees whose holidays are changed because of shift rotations are also afforded another day off if a legal holiday falls on one of their days off.

Employees regularly scheduled to work on Saturday, November 11th, observe the holiday on November 11th. **If required to work** on November 11th, these employees receive holiday compensation at the rate of **time and a half** for work on that day.

Labor contracts provide for the assignment of personnel and compensation requirements for personnel assigned to work on legal or substitute holidays.

For further questions, please contact Janet Bosnich, Compensation Manager or Carole Van Dyke, Senior Personnel Analyst, Employee Relations Division at 557-4990.

44 Gough Street • San Francisco, CA 94103-1233

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR NO. 30-00

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DATE: October 23, 2000

TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Family Medical Leave Act Semi-Annual Summary**

The Department of Labor requires employers to maintain Family Medical Leave Act (FMLA) records in accordance with the record keeping requirements of section 11 (c) of the Fair Labor Standards Act (FLSA).

Each department is required to complete and submit to DHR's Internal Services Unit the FMLA Semi-Annual Summary in April and October of each year. Upon receipt of these summaries, DHR will compile the citywide statistics required by the Department of Labor.

The FMLA Semi-Annual Summary for the period April 1, 2000 - September 30, 2000 is due on Monday, November 6, 2000. Attached is a copy of the Semi-Annual Summary form. Please mail or FAX the completed summary to Elma Young, DHR's Internal Services Unit, 44 Gough Street (Department #33), FAX number 557-4868.

This memo and the Semi-Annual Summary form were also sent by e-mail to each department's FMLA coordinator.

If there are questions regarding the form, instructions, or procedures, please contact the DHR Internal Services analyst for your department: Gilda Cassanego at 557-4859; Jose Lebron at 557-4856; or Patricia Peters at 557-4848.

Thank you for your cooperation.

Attachment

FMLA Semi-Annual Summary
April 1, 2000 - September 30, 2000

Department Name _____
Department Number _____
Division/Bureau _____

Total number of requests _____

Total approvals	=	_____
Number of a	=	_____
Number of b	=	_____
Number of c	=	_____
Number of d	=	_____

Total denials	=	_____
Number of 1	=	_____
Number of 2	=	_____
Number of 3	=	_____
Number of 4	=	_____

Signature of Human Resources Manager _____

Print Name and Phone Number of Person Completing Report:

_____

Send original to DHR #33, Internal Services
cc: Department's FMLA file

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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DHR No. 32-00

MEMORANDUM

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DATE: November 10, 2000

TO: Department Heads
Departmental Personnel Officers
Departmental Payroll and Personnel Clerks

FROM: Andrea Gourdine, MM for
Human Resources Director

SUBJECT: ***No Further Extensions on Temporary Exempt and Temporary Requisitions and Appointments***

Under Charter Section 10.104, all employees must be appointed through a competitive examination process unless exempted by the Charter. The Charter provides for "exempt" employment – without a competitive examination process -- provided that the appointments are covered by categories, 1-18, listed in Section 10.104 or Section A.8.511 (c) (2) [retirees].

The Department of Human Resources (DHR) completed a recent audit of all requisitions and appointments in its PeopleSoft database. In order to ensure Charter compliance for appointments in the exempt categories, and to ensure accurate information for the upcoming budget cycle, DHR will not extend requisitions or appointments, beyond current expiration dates, in the following types:

1. Regularly scheduled PT/FT Temporary Exempt requisitions and appointments;
2. School Term Temporary Exempt requisitions and appointments;
3. Temporary requisitions and appointments [including Temporary Civil Service (TCS), Limited Tenure (TLT), Temporary Provisional (TPV) and Non-Civil Service (NCS)].

Please refer to the information that follows for a more detailed description of the steps that departments must take with regard to the specific types of requisitions/appointments just listed above.

DHR will not be canceling As-Needed Temporary Exempt requisitions/appointments at this time. All such requisitions will be automatically extended until June 30, 2001.
However, on June 30, 2001, all As-Needed Temporary Exempt requisitions/appointments will be cancelled.

November 10, 2000

I. REQUISITIONS AND APPOINTMENTS

A. Regularly scheduled Temporary Exempt PT/FT requisitions and appointments

If your department has Regularly Scheduled PT/FT Temporary Exempt requisitions and/or appointments that expire on or before December 31, 2000, DHR will not extend the requisitions or appointments beyond the currently designated expiration date. Departments will need to issue new requisitions in anticipation of the requisition/appointment's expiration.

Requisitions/appointments replacing temporary requisitions that expire on 12/31/00 or earlier will not require the review of the Mayor's or the Controller's Offices. The replacements must, however, be indicated as such by correctly filling in the field "Replaces Req #" with the DHR Req# of the previously approved temporary requisition. (Failure to properly indicate a replacement requisition may result in delays.)

If the requisition/appointment has an expiration date after December 31, 2000, but before the end of the Fiscal Year, that expiration date will not be extended. Departments will need to issue a new requisition in anticipation of the requisition's/appointment's expiration, changing the requisition/appointment as appropriate.

If your department has a requisition/appointment that was approved through the end of the Fiscal Year, your requisition/appointment will expire at the end of the Fiscal Year. The requisition/appointment will not thereafter be extended. Departments will need to issue a new requisition in anticipation of the current requisition's/appointment's expiration, making appropriate changes.

Please note that all new requisitions/appointments for Regularly Scheduled PT/FT Temporary Exempt appointment/positions have a maximum six-month duration, which will begin to run as soon as the requisition is approved.

However, DHR understands that in some cases, appointments are not made immediately. Therefore, to ensure that appointees are able to work temporarily for six months, at the time of appointment, DHR's Referral Unit will automatically extend the requisition duration by the difference between the requisition approval date and the start work date (e.g., requisition is approved November 8, 2000, with an expiration date of six-months later on May 8, 2000, but the appointment isn't made until December 8th. The requisition will be extended until June 8, 2000. In no case will the duration be extended beyond the end of the FY). These appointments will not be renewed thereafter.

In all of the situations noted above, please have your human resources staff plan accordingly and contact Merit System Service staff as necessary.

B. School Term Temporary Exempt requisitions and appointments

New requisitions/appointments for School Term Temporary exempt appointments and requisitions will be on a definite cycle which will begin to run from the fill date (*i.e.,* the employee's appointment date) and expire 12 calendar months later. These requisitions/ appointments will not be renewed thereafter.

Please have your human resources staff plan accordingly and contact Merit System Service staff as necessary.

C. Temporary requisitions and appointments (also applies to TCS, TLT, TPV and NCS)

Temporary requisition/appointments (including Temporary Civil Service (TCS), Limited Tenure (TLT), Temporary Provisional (TPV) or Non-Civil Service (NCS)) will expire as currently scheduled. DHR will offer no extensions, and no new T requisitions will be approved in the absence of extenuating circumstances.[1] Contact Merit System Service staff with any questions in this area.

D. As-Needed Temporary Exempt requisitions and appointments

DHR will not be canceling As-Needed Temporary Exempt requisitions/appointments at this time. All requisitions will be automatically extended until June 30, 2001. (If you do not want the requisition extended, please submit a requisition modification "request to cancel" and separation reports for all appointments associated with that requisition.)
However, on June 30, 2001, all As-Needed Temporary Exempt requisitions/appointments will be cancelled. Departments will need to issue new As-Needed requisitions in anticipation of this June 2001, expiration.

Please have your personnel staff plan accordingly and contact Merit System Service staff as necessary.

II. SEPARATIONS

As noted in DHR memorandum 15-00, issued June 8, 2000, in accordance with applicable Civil Service Rules addressing the separation of temporary employees upon the expiration of the term of employment, a separation report must be issued. Under CSC Rules, the appointee must be notified as to the duration of the appointment and must be notified in writing at least ten working days in advance of the final separation date.

[1] Extenuating circumstances include the ability to make such appointments as allowed by applicable CSC rules.

III. NOTICE TO APPOINTEE FORMS

Please ensure that all employees in the appointment types noted above have received and signed the Notice to Exempt Appointee or the Notice to Provisional Appointee (for TPV, TLT and NCS).

For further information, please feel free to call your department's contact at DHR:

Appointments:	Internal Services/EEO/Referral Unit
Requisitions:	MSS/Referral Unit
Separations:	Internal Services/Referral Unit
PV/NCS appts:	EEO

MM:az

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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Date: November 21, 2000

To: Personnel Officers and Personnel Clerks in
Department of Public Works
S.F. Airport
Department of Building Inspection
Public Utilities Commission
Public Transportation Department
Parking & Traffic Commission
Port
S.F. Unified School District
Administrative Services

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From: Linda Marini
Manager, Merit System Services

Subject: Implementation of Appointments in New Job Codes

This memorandum is to detail the procedures you should follow in order to make appointments to the new job codes listed below. These procedures are the same as detailed in the Human Resources Policy and Procedures Manual (HRPPM), Appointments section, pages 6-47, 48, 38, 39, 40 (attached).

The implementation process differs depending on the appointment type and class of the incumbent (PCS/TL, PV).

New Job Code	Classes Consolidated into New Job Code	Effective Date
5203 Assistant Engineer	5204 Assistant Civil Engineer 5222 Assistant Water Purification Engineer 5228 Assistant Transportation Engineer 5236 Assistant Electrical Engineer 5252 Assistant Mechanical Engineer	10/2/2000
5207 Associate Engineer	5205 Associate Materials Engineer 5206 Associate Civil Engineer 5229 Associate Transportation Engineer 5238 Associate Electrical Engineer 5247 Associate Sanitary Engineer 5254 Associate Mechanical Engineer	10/6/2000
5211 Senior Engineer	5210 Senior Civil Engineer 5232 Senior Transportation Engineer 5242 Senior Electrical Engineer 5249 Senior Sanitary Engineer 5258 Senior Mechanical Engineer	10/6/2000
5241 Engineer	5208 Civil Engineer 5230 Transportation Engineer 5240 Electrical Engineer 5248 Sanitary Engineer 5256 Mechanical Engineer	10/6/2000

- Permanent incumbents (including employees on leave/TL status) in the respective old job codes will be granted permanent status in the new job code.
- Provisional employees in the respective job codes will be appointed provisional to the new job code.

I. Requisitions:
Departments must submit new requisitions for ALL appointment types. Departments should notify their contacts in the Mayor's and Controller's Offices to alert them to the process, and attach a copy of the classification action.

Instructions for filling out requisition:

- STATUS GRANTS: For permanent (PCS/TL) incumbents in the former PCS job codes, the requisition field "PLEASE HOLD FOR" should have "Status Grant From Job Code *(appropriate job code)* typed in above the "reassignment" line and the name of the incumbent.

All requisitions should be submitted together in one batch.

II. Referral:
1. For PCS/TL incumbents to be granted status to new job code, **a letter must be sent to the Referral Unit** providing the employee's name, social security number, current job code, new job code, and the date of the status grant. Upon receipt of the letter, the Referral Unit will send out referral notices to the department. See attached HRPPM for instructions.

Appointments:

Departments must complete an Appointment Processing form for each employee transitioning to the new class. For all appointments, enter the employee's new DHR RQ Number. No appointment processing steps are required. At the bottom of the form, enter the "Start Work: (S/W) Date: (effective date). For PCS/TL employees, leave "Rank" blank and enter the "List Number" and "Date Certified" from their referral notice.

III. Separations:
Complete a Separation Report for each employee being granted status (including employees on Temporary Leave from any of these job codes).

Form Section	Entry
Effective Date	"COB 10/2/2000" **or** "COB 10/6/2000" (see chart above)
Is this a complete separation from CCSF service?	Check "No", enter new job code number and the status of the employee (either PCS or PV)
Type of Separation (categories 1-6)	For PCS employees use category 6, "Other", check "Other" and type in "Status Grant." For PV employees use 3, "Resignation," check "To accept another CS position."

IV. Oral Authorizations:
For provisional employees, **new OA Numbers effective 10/2/2000 or 10/6/2000 should be requested through Winnie Tse** at DHR's EEO Unit (415) 557-4837.

V. Submitting the Forms:
Requisitions are to be submitted as normal. Appointment and Separation papers must be submitted after receiving the referral notice. Please submit Appointment and Separation forms together to: DHR Referral, 44 Gough Street.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 33 - 2000

Date: December 15, 2000

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - Initial Determination**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***December 23, 2000.***

Classification	Unit Assignment	Certified Representative
1775 Cable Television Manager	M	Municipal Executives' Association (MEA) ECG:351

By copy of this memorandum it is requested that departments with employee(s) in the affected classification notify such employee(s) of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law

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Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
Harold Guetersloh, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Bart Duncan, Health Service System
Yvonne Hudson, Health Service System
Diana Ferrrari, Health Service System

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 34 - 00

Date: December 15, 2000

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENTS - Successor Classes**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990 and Section 1.A.3. *Successor Representation* of the City's Memorandum of Understanding (MOU) with the International Federation of Professional and Technical Engineers, Local 21, the following new classifications are hereby assigned to bargaining units as indicated below. The effective date for these bargaining unit assignments is November 13, 2000, the date the classes were established.

Classification	Unit Assignment	Certified Representative
5601 Utility Analyst	10	International Federation of Professional & Technical Engineers, Local 21 (EGC: 0021)
5602 Utility Specialist	11 - F	" " " " "

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law Judges',

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any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignments set forth above. If you have questions regarding these assignments, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classifications from the effective date of the assignment.

cc: Kate Favetti, CSC
Sheldon Martin, CSC
Harold Guetersloh, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Bart Duncan, Health Service System
Yvonne Hudson, Health Service System
Diana Ferrari, Health Service System

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 35 - 2000

Date: December 15, 2000

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **COURT BARGAINING UNIT ASSIGNMENTS - Initial Determinations**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignments are hereby determined as indicated below. These assignments are effective ***December 23, 2000***.

Classification	Unit Assignment	Certified Representative
195C Executive Assistant to the Presiding Judge	SC - M1	Municipal Executives' Assoc. (MEA) EGC 0351
272C Fiscal Services Supervisor	SC - 2	" " " " "
375 Court Training Specialist	SC - 3	Intl. Federation of Professional & Technical Engineers, Local 21 EGC:0021

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination,

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said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 107, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Sheldon Martin at 252-3253 to request the required form if you wish to file a protest regarding the unit assignments set forth above. If you have questions regarding these assignments, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreements with the employee organizations listed above will apply prospectively to employees in the assigned classifications from the effective date of the assignment.

cc: Gordon Park-Li, Court
Cheryl Martin, Court
Kate Favetti, CSC
Sheldon Martin, CSC
Harold Guetersloh, Controller
Stella Ong. Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Oli Sadler, DTIS
Clare Murphy, Retirement
Bart Duncan, Health Service System
Yvonne Hudson, Health Service System
Diana Ferrrari, Health Service System